

# BEDFORD, MASSACHUSETTS

## Location

Bedford is located in Middlesex County—about fifteen miles northwest of Boston near the junction of routes 3 and 195 [128]. The Town may be accessed by car and by public transportation on the M.B.T.A., taxi, shuttle, and Logan Express connect to Boston's Logan Airport. Surrounding towns are Lexington, Concord, Carlisle, Burlington, Billerica, and Lincoln.

The Town map shows a land area of almost fourteen square miles, with 65.54 miles of public roads. There are rivers, ponds, fields, and forests saved as conservation lands. The Town maintains open spaces with walking trails and bikeways as well as athletic fields and parks for recreation.

## History

Incorporated in 1729, the initial community of fifty households survived on farming and requisite industries. The Town's history is documented in the Bedford collection at the Bedford Public Library. Visitors are drawn to view historic sites including homes, the Old Burying Ground, The Wilson Mill, the Job Lane House and the original Bedford Flag that was taken to the battle of Lexington and Concord in 1775. With support from Friends of Depot Park, a historic park commemorating railroad activity in Bedford is located near the intersection of Loomis Street and Railroad Avenue. *Exploring Bedford*, a walking/biking tour guide describing these sites, is available at the Library and the Bedford Chamber.

<http://www.freedomsway.org/towns/bedford/bedford.html> will give you the history of what happened in Bedford the morning of April 19, 1775, and the addresses of the houses and other revolutionary sites that have been preserved in Bedford.

The circa 1713 Job Lane House, a beautifully preserved example of the New England saltbox-style house, was home to one of Bedford's founding families and is open for tours twice a month, May to December ([www.bedfordmahistory.org/job\\_lane\\_house.htm](http://www.bedfordmahistory.org/job_lane_house.htm)).

The Bedford Historical Society offers an annual lecture series on local history, presents historical

displays in various Town buildings, answers research requests from the public, and maintains in its Archives an extensive collection of Bedford artifacts, documents, photographs, and reference materials ([www.bedfordmahistory.org](http://www.bedfordmahistory.org)).

## Population and Housing

Bedford's 2018 population of 14,126 represents 5,280 households and 9,735 voters. In 2018 per capita income was \$61,404. In FY18 the median value of single family homes was \$627,000. Detailed demographic information is provided by the 2018 American Community Survey (from the US Census).

## Local Town Government

Bedford's Selectmen-Open Town Meeting form of government has been operative since 1729. Descriptions of elected and appointed offices, processes, regulations and codes are contained in detail in the Charter and General Bylaws. Elected officials, staff and many appointed citizen committees are vital in preparation, planning and delivery of Town government services. The Volunteer Coordinating Committee recruits volunteers for the appointed citizen participation committees. The Annual Town Election is on the second Saturday of March, with Annual Town Meeting beginning on the fourth Monday of March.

## Business and Community Organizations, News Media

Some forty community groups with interests around arts, schools, social service, scouting, gardening, veterans and sports are active, with representation at a town wide parade and fair on Bedford Day, celebrated the third Saturday in September. The Town's strong business community has a Chamber of Commerce with 150 members ranging from local professional firms to large corporations with global headquarters in Bedford. Hanscom Air Force Base has played an important part in the strength of the Bedford economy.

Local news is covered in the weekly Bedford Minuteman newspaper, on local cable television, and online at ([www.thebedfordcitizen.org](http://www.thebedfordcitizen.org)).

# FY2019 ANNUAL TOWN REPORT

## TABLE OF CONTENTS

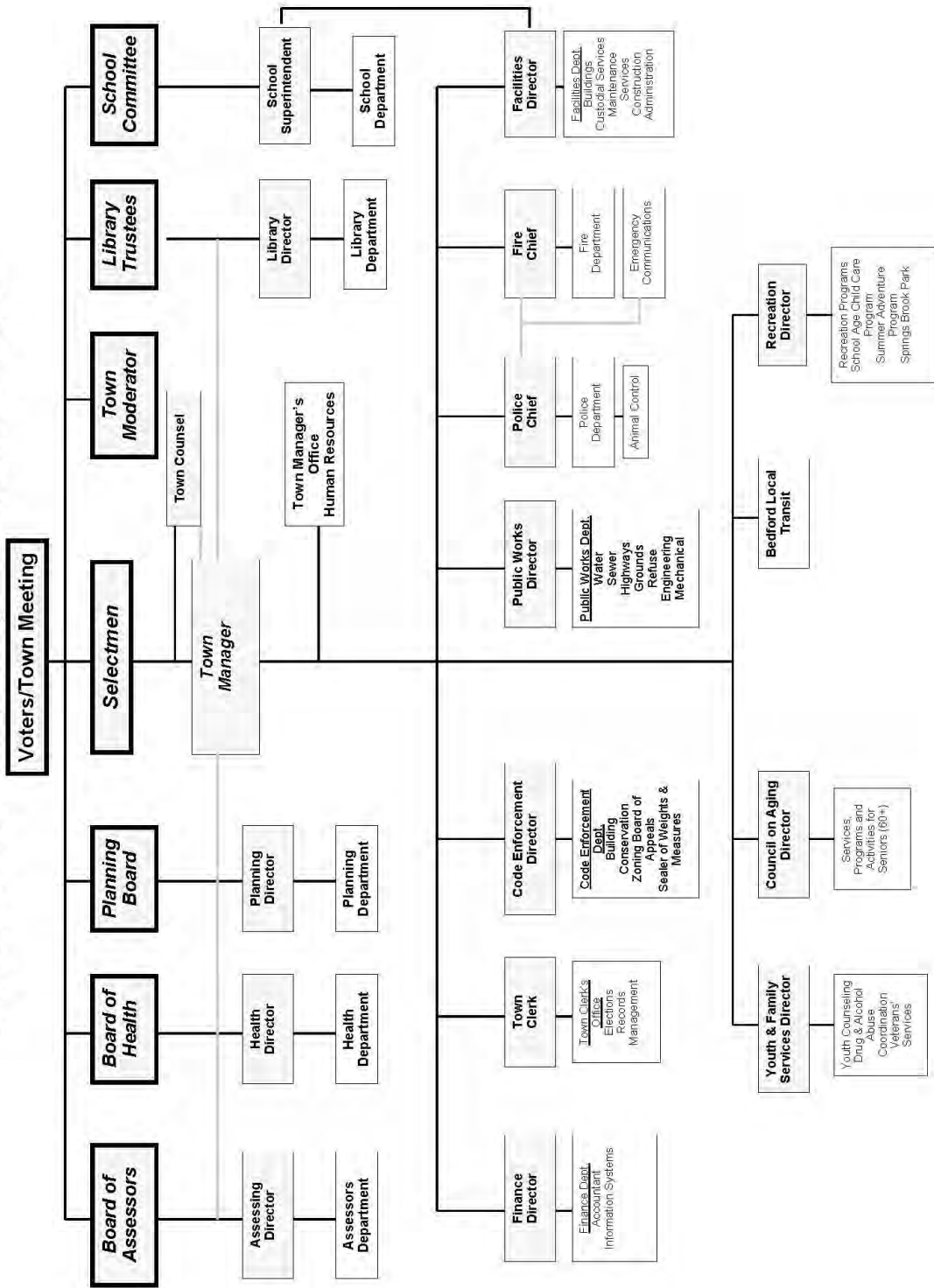
<b>Town Organization Chart</b>	<b>3</b>	<b>BEDFORD FREE PUBLIC LIBRARY</b>	<b>136</b>
<b>Town Directory</b>	<b>4</b>		
<b>Our Town</b>	<b>5</b>	<b>CULTURAL AND HISTORIC ACTIVITIES</b>	
<b>Elected Officials</b>	<b>6</b>	Cultural Council	<b>139</b>
<b>Appointed Committees</b>	<b>6</b>	Historic District Commission	<b>141</b>
		Historic Preservation Commission	<b>142</b>
<b>SELECTMEN</b>	<b>10</b>	Town Historian	<b>144</b>
<b>FINANCIAL SERVICES</b>		<b>OTHER CITIZEN COMMITTEES</b>	
Board of Assessors	<b>12</b>	Arbor Resources	<b>145</b>
Finance Department	<b>15</b>	Bedford Housing Authority	<b>146</b>
2016 Financial Reports	<b>17</b>	Bedford Housing Partnership	<b>149</b>
<b>PUBLIC SAFETY</b>		Bicycle Advisory Committee	<b>153</b>
Fire Department	<b>57</b>	Community Media Committee	<b>154</b>
Police Department	<b>59</b>	Community Preservation Committee	<b>156</b>
<b>PERMITTING AND LAND MANAGEMENT</b>		Depot Park Advisory Committee	<b>157</b>
Code Enforcement	<b>65</b>	Land Acquisition Committee	<b>159</b>
Planning Board	<b>67</b>	Municipal Affordable Housing Trust	<b>160</b>
Zoning Board of Appeals	<b>71</b>	Patriotic Holiday Committee	<b>160</b>
Conservation Commission	<b>72</b>	Town Center/Old Town Hall	<b>163</b>
<b>HUMAN SERVICES</b>		Transportation Advisory Committee	<b>164</b>
Board of Health	<b>75</b>	Volunteer Coordinating Committee	<b>167</b>
Council on Aging	<b>79</b>	<b>TOWN CLERK AND ELECTIONS</b>	
Recreation Department	<b>85</b>	Board of Registrars	<b>168</b>
Youth and Family Services	<b>87</b>	Town Clerk	<b>170</b>
<b>DEPARTMENT OF PUBLIC WORKS</b>	<b>91</b>	Elections	<b>172</b>
<b>FACILITIES DEPARTMENT</b>	<b>97</b>	<b>LEGISLATIVE</b>	
<b>EDUCATION</b>		Special Town Meeting-7/30/18	<b>173</b>
Bedford Public Schools	<b>100</b>	Special Town Meeting-11/13/18	<b>176</b>
Shawsheen Valley Technical School	<b>128</b>	Annual Town Caucus-1/8/19	<b>187</b>
		Annual Town Meeting- 3/25/19	<b>191</b>
		<b>VOLUNTEER QUESTIONNAIRE</b>	<b>262</b>

*Cover designed by Bedford resident Jean Hammond.*

*First Annual Oktoberfest on the Town Common.*

*Photo courtesy of Julie Turner (Bedford Citizen).*

# Town of Bedford Organization Chart



## TOWN OF BEDFORD DIRECTORY

<b><u>TOWN DEPARTMENTS &amp; SERVICES</u></b>		
<b>Bedford Community Access TV</b>	16 South Road	781-275-5004
<b>Bedford Public Library</b>	7 Mudge Way	781-275-9440
<b>Bedford Public Schools</b>	97 McMahon Road	781-918-4444
<b>Superintendent</b>	97 McMahon Road	781-275-7588
<b>Assistant Superintendent</b>	97 McMahon Road	781-275-2155
<b>Bedford High School</b>	9 Mudge Way	781-275-1700
<b>Eleazer Davis Elementary School</b>	410 Davis Road	781-275-6804
<b>Job Lane Elementary School</b>	62 Sweetwater Ave.	781-275-7606
<b>John Glenn Middle School</b>	99 McMahon Road	781-275-3201
<b>Facilities Department</b>	101 McMahon Road	781-275-5290
<b>Fire Department - Non-Emergency</b>	55 Great Road	781-275-7262
<b>Fire Department - Emergency</b>		911
<b>Police Department - Non-Emergency</b>	2 Mudge Way	781-275-1212
<b>Police Department - Emergency</b>		911
<b>Public Works Department</b>	314 Great Road	781-275-7605
<b>Town Center</b>	12 Mudge Way	781-275-4880
<b>Bedford Local Transit</b>	12 Mudge Way	781-275-2255
<b>Council on Aging</b>	12 Mudge Way	781-275-6825
<b>Health Department</b>	12 Mudge Way	781-275-6507
<b>Recreation Department</b>	12 Mudge Way	781-275-1392
<b>Town Center Coordinator</b>	12 Mudge Way	781-275-4880
<b>Veterans' Services</b>	12 Mudge Way	781-275-1328
<b>Youth &amp; Family Services</b>	12 Mudge Way	781-275-7727
<b>Town Hall</b>	10 Mudge Way	781-275-1111
<b>Assessors</b>	10 Mudge Way	781-275-0046
<b>Code Enforcement</b>	10 Mudge Way	781-275-7446
<b>Collector's Office</b>	10 Mudge Way	781-275-1517
<b>Conservation Commission</b>	10 Mudge Way	781-275-6211
<b>Finance Department</b>	10 Mudge Way	781-275-2218
<b>Human Resources</b>	10 Mudge Way	781-275-1111
<b>Planning Board</b>	10 Mudge Way	781-275-1548
<b>Town Clerk</b>	10 Mudge Way	781-275-0083
<b>Town Manager</b>	10 Mudge Way	781-275-1111

## OUR TOWN

### Situation

About 15 miles northwest of Boston  
Middlesex County

### Population

14,126

### Elevation

Highest- 280 feet above sea level  
Lowest- 110 feet above sea level

### Assessed Valuation for FY19

Total Assessed Value = \$3,956,755,977

### FY19 Tax Rates

Residential = \$12.96  
Commercial/Industrial & Personal Property = \$28.42

### FY19 Water Rates

Water Base Rate Minimum Bill = \$17.50  
0-2000 cubic feet = \$1.70  
Over 2,000 cubic feet = \$8.30

### FY19 Sewer Rates

Sewer Base Rate Minimum Bill = \$22.50  
0-2000 cubic feet = \$3.70  
Over 2000 cubic feet = \$13.90

### Website

[www.bedfordma.gov](http://www.bedfordma.gov)

### Type of Government

Selectmen  
Open Town Meeting

### Senators in Congress

Elizabeth Warren, 617-565-3170  
Edward Markey, 617-565-8519

### Representative in Congress

Seth Moulton (6<sup>th</sup> District),  
978-531-1669

### State Senator

Michael Barrett (3<sup>rd</sup> Middlesex District),  
617-722-1572

### Member of Governor's Council

Marilyn Petitto Devaney (3<sup>rd</sup> Middlesex District),  
617-725-4015 ext. 3

### Representative in General Court

Kenneth Gordon (21<sup>st</sup> Middlesex District),  
617-722-2014



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### Qualifications for Registration as Voters

To register to vote you must be a Town resident, 18 years old, American-born or fully naturalized. Town Clerk's Office Hours are Monday, 8:00a.m. to 7:00p.m. Tuesday through Thursday, 8a.m. to 4p.m. and Friday, 8:00a.m. to 1:00p.m.; evening registration sessions are held at the Police Station preceding elections. Additional information including online voter registration is available on the Secretary of the Commonwealth's website.

### Dog Licenses

A dog must be licensed within 30 days of arrival in Town. Puppies must be registered by three months old if rabies vaccinations have been administered. Registrations are held June 1 through August 31 with the Town Clerk. License fees: \$15/1 year; \$18/2 years; \$25/3 years. All licenses expire August 31. After August 31, a \$5.00 fine is due up to thirty days. After thirty days, a \$25.00 fine is due.

### Tax Bills [www.bedfordma.gov](http://www.bedfordma.gov)

Tax bills are paid quarterly. The first two quarters are preliminary bills and are based on the previous year's bill. The first quarter is due on August 1, the second quarter on November 1; third quarter on February 1; and fourth quarter on May 1. If unpaid, interest will be calculated from the due date to date of payment. Motor vehicle excise bills are due 30 days from date of issuance, as well as water bills. Interest and demand charges will be assessed if bills are past due. Online payments are accepted (see above).

### Board of Health

Cases or suspect cases of communicable or infectious diseases shall be reported by household members, physicians, and other health care providers as defined by M.G.L. Ch. 111, Sec. 1, by telephone, in writing, by facsimile, or other electronic means, immediately, but in no case more than 24 hours after diagnosis or identification, to the Board of Health in the community where the case is diagnosed or suspect case is identified. The local Board of Health's responsibility, upon receipt of such a report, is set forth in Massachusetts Regulations 105 CMR 300.110 and 300. The Board of Health's telephone number is 781-275-6507.

## ELECTED OFFICIALS

<u>Bedford Housing Authority</u>		<u>Moderator</u>	<u>Selectmen</u>		
Lauren Crews	2023	Catherine B. Cordes	2022	Margot R. Fleischman	2021
William Moonan				Emily J. Mitchell	2022
Lewis M. Putney	2021	<u>Planning Board</u>		William S. Moonan	2022
Jane Puffer	2022	Jeffrey M. Cohen	2021	Michael A. Rosenberg	2020
Ellis Krisberg	2023	Shawn Hanegan	2022	Edward M. Pierce	2020
		Amy Faith Lloyd	2022		
<u>Board of Assessors</u>		Jacinda Barbehenn	2020	<u>Bedford Library Trustees</u>	
Ronald M. Cordes	2021	Timothy Gray	2020	Michael Pulizzi	2021
Robert B. Murphy	2022			Dennis Ahern	2021
Zoe Pierce	2020	<u>Regional Voc. School District</u>		Elizabeth Hacala	2022
		Glenn McIntyre	2021	Emily Mitchell	2022
<u>Board of Health</u>		Nancy Asbedian	2022	Abigail A. Hafer	2019
Sarah B. Thompson	2021			Rachel Field	2020
Anita Raj	2021	<u>School Committee</u>		Robin Grace Siebert	2020
Beatrice A. Brunkhorst	2019	Daniel Brosgol	2021		
Mary Seymor	2020	Joann Santiago	2022		
Anne Kiessling	2020	Jill Marquis	2022		
Margot Fleischman (Sel)		Ann E. Guay	2020		
Amy Faith Lloyd (PB)		Sarah Scoville	2020		

## APPOINTED COMMITTEES - JULY 1, 2018 - JUNE 30, 2019

<u>Arbor Resources (Ad Hoc)</u>		<u>Bicycle Advisory</u>	<u>Capital Expenditure</u>
Melinda Chamberlain	2019	Jan van Steenwijk	2021
Dietrich			John Carbone
Deb Edinger	2019	Omar Santiago	2021
Ruth Robinson	2019	David Enos	2019
Kenneth Prescott	2019	Mark Bailey	2020
James Hudzik	2019	Peter Weichman	2020
Jacqueline Edwards	2019	Craig Jackson	JoAnn Santiago (School)
David Churella	2019	Jacinda Barbenhenn (PB)	Steve Steele (FinCom)
Michael Rosenberg (Sel)		Edward Pierce (Sel)	William S. Moonan (Sel)
Dennis Freeman DPW)			
<u>Bedford Housing Partnership</u>		<u>Community Media</u>	<u>Community Gardens Task Force (Ad Hoc)</u>
Ellis Kriesberg	2021	Ralph Hammond	2021
Katherine Moskos	2021	Stephen Kerwin	2020
Jean Hammond	2021	James Shea	2020
Irma Carter	2019	Ying MacDonald	2021
Jane Puffer	2019	Emily Mitchell (Sel)	
Shawn Hanegan	2019		
Alice Sun	2020		
Christina Wilgren	2020		
Michael Rosenberg (Sel)			



## APPOINTED COMMITTEES

### Community Preservation

Shawn Hanegan	2021
Lauren Crews	2021
Lee Vorderer	2021
Steven Hagan	2019
Donald Corey	2019
Christina Wilgren	2020
Robin Steele	2020
George Little	2020
Barbara Perry (CapEx)	
Steve Carluccio (FinCom)	
David Mortenson (FinCom)	
Margot Fleischman (Sel)	

### Conservation Commission

Steven Hagan	2021
Allan Wirth	2021
Joseph Guardino	2021
Arthur Smith	2019
Lori Eggert	2019
Neil McKenna	2020
John Britton	2020
Edward Pierce (Sel)	

### Constables

Sheila Howard	2019
Anthony J. Saia	2019
Joseph Topol	2019

### Council on Aging

Emily Pruyne	2021
Sandra Hackman	2021
Allan E. Morgan	2021
Roberta Ennis	2019
Richard Rosen	2019
Lewis Putney	2019
Gene Kalb	2020
Rosemary M. Dyer	2020
William Moonan (Sel)	

### Cultural Council

Rebecca Hazelton	2020
Christine Wojnar	2020
Barbara Purchia	2021
Angel Pettitt	2021
Charles Lipson	2021
Breena Daniell	2021
Judith G. Mabry	2019

### Cultural Council (Cont.)

Gyasi Burks-Abbott	2019
Elain Grace	2019
Roberta Ennis	2022
Emily Mitchell (Sel)	

### Depot Park Advisory (Ad Hoc)

Steven Hagan	2018
James Shea	2018
Joseph Piantedosi	2018
Jacinda Barbehenn (PB)	
David Manugian (DPW)	
William Moonan (Sel)	

### Dog Park Task Force (Ad Hoc)

Karen Fallon	2018
Lisa Gedaminsky	2018
Daniel Hurwitz	2018
Stacey Katz	2018
Dexter Lawson	2018
Lynn Orav	2018
Karen Sturzenacker	2018
Laurie Walsh	2018
Angela Winter	2018
Edward Pierce (Sel)	2018

### Energy Task Force (Ad Hoc)

Daniel Bostwick	2019
Suzy Enos	2019
Michael Donnell	2020
Christine Rabinowitz	2020
Emily Prince	2021
Taissir Alani (Fac)	
Mark Siegenthaler (PB)	
Margot Fleischman (Sel)	

### Fawn Lake (ad hoc)

Michael Barbehenn	2019
Linda Oustinow	2019
Bill Simons	2019
John Zupkus	2019
Elizabeth Cowles	2019
Robert "Schorr" Berman	2019
Allan Wirth (CC)	2019
Margot Fleischman (Sel)	

### Finance Committee

David Powell	2021
Karen Dunn	2021
Stephen C. Carluccio	2021
Elizabeth McClung	2019
Thomas Busa	2019
Benjamin Thomas	2019
Erica Liu	2020
Stephen D. Steele	2020
Paul Mortenson	2020

### Fiscal Planning

Bruce Murphy (Assessors)	
Anita Raj (BOH)	2019
Antonio Battaglia (CapEx)	2019
Elizabeth McClung (Fin)	2019
Ben Thomas (Fin)	2019
Emily Mitchell (Library)	2019
Joann Santiago (School)	2019
Daniel Brosgol (School)	2019
William Moonan (Sel)	2019
Jonathan Sills (School)	2019
David Coelho (School)	2019
Sarah A. Stanton (TM)	2019
Victor Garofalo (Fin)	2019

### Hartwell Road (Ad Hoc)

Jennifer Boles	2020
Meeta Mathur	2020
Elizabeth Kennedy	2020
William Moonan (Sel)	2020

### Historic District Commission

#### Full Members

Karen Kalil-Brown	2021
Alan Long	2019
Salvatore Canciello	2019
Kevin Latady	2019
William Moonan (Sel)	

#### Alternate Members

Karl Winkler	2021
Amy Lloyd (PB)	

## APPOINTED COMMITTEES

<b><u>Historic Preservation</u></b>		<b><u>Recreation Commission</u></b>		<b><u>Youth and Family Services</u></b>	
Katharine Blakeslee Shutkin	2019	Michael O'Donnell	2021	Marge Heckman	2021
Donald Corey	2019	Ronald Richter	2019	Dori Pulizzi	2021
Ann Seamans	2020	Robin Steele	2019	Amy Hamilton	2019
John Linz	2020	Julie Halloran	2020	Mary Seymour	2019
Richard LeSchack	2020	Virendar Kaushik	2020	Marcia Morgan	2020
Jessie McAleer	2021	Jeffery Cohen (PB)		Ann Guay	2020
Ed Pierce (Sel)		David Powell (FinCom)		Peter Ricci	2020
		Michael Rosenberg (Sel)		Jeff Wardwell (Police)	
				Tom Busa (FinCom)	
				Emily Mitchell (Sel)	
<b><u>Land Acquisition (Ad Hoc)</u></b>		<b><u>Registrars of Voters</u></b>		<b><u>Zoning Board of Appeals</u></b>	
William G. Speciale	2019	Anita Feld	2021	<b><u>Full Members</u></b>	
Donald Cullis	2019	James W. Martin	2021	Todd A. Crowley	2021
Daniel Puffer	2019	Diane Cameron	2019	Angelo Colasante	2019
Michael Barbehenn	2019	Doreen Tremblay (Clerk)		Carol Amick	2019
Richard Torti	2019			Michelle Puntillo	2020
Neil McKenna	2019			R. Jeffrey Dearing	2020
Amy Lloyd (PB)				<b><u>Associate Members</u></b>	
		<b><u>Trails Committee (Ad Hoc)</u></b>		Robert Kalantari	2021
<b><u>Municipal Affordable Housing Trust</u></b>		Michael Barbehenn	2019	Kay Hamilton	2019
Irma Carter	2020	Paul Marcus	2019	John D. Hadden	2019
Alice Sun (BHP)	2020	Joseph Mazzeo	2019	Jeffery Cohen (PB)	
Christina Wilgren (BHP)	2020	Mark Levine	2019	Margot Fleischman (Sel)	
Edward Pierce (Sel)		Harold R. Ward	2019		
Shawn Hanegan (PB)		Daniel Hurwitz	2019		
Michael Rosenberg (Sel)		Clem Larson	2019		
Sarah A. Stanton (TM)		Adrienne St. John (DPW)		<b><u>Eastern Middlesex Mosquito Control Commission</u></b>	
		Kristin Dowdy (DPW)		John Zupkus	
				Heidi Porter	
<b><u>Patriotic Holiday (Ad Hoc)</u></b>		<b><u>Transportation Advisory (Ad Hoc)</u></b>		<b><u>Election Officers</u></b>	
Gerald Hartmann	2019	Jacinda Barbehenn	2018	Sandra Alexander	
John Monahan	2019	Dawn Lafrance-Linden	2021	Lucille Bean	
Joseph R. Piantedosi	2019	Sandra Hackman	2022	Alice Churella	
John Cooper	2019	Soraya Stevens	2019	Paul Ciaccia	
Paul A. Purchia	2019	Scot Shaw	2020	Wendy Ciaccia	
James Burton	2019	Peter Bernhardt	2020	John G. Clark	
Vincent A. Fay, Jr.	2019	Margot Fleischman (Sel)		G. Kenneth Clayton	
Roberta M. Ennis	2019			Marion Connarton	
Jon O'Connor	2020			Kelly J. Craven	
Michael Rosenberg (Sel)				Patricia Crew	
		<b><u>Volunteer Coordinating</u></b>		Nancy Daugherty	
<b><u>Petitioners Advisory</u></b>		Joseph Piantedosi	2021	Emidio L. DiClemente	
Joanna Nickerson	2019	Angelo Colao	2021	Cynthia M. Donahue	
Walter St. Onge	2019	Patricia Carluccio	2019	Peter Donahue	
		Jennifer Kelley	2020	Rosemary M. Dyer	
		Emily Mitchell (Sel)		Toni Engley	
				Michele D. Ferland	



## APPOINTED COMMITTEES

### Election Officers (cont.)

Nancy Forrest  
 Jane Gallagher-Reid  
 Elinor Gonzales  
 Clive Adrian Grainger  
 Shawna Grossman  
 Carolyn Hardy  
 Jean M. Harrison  
 Kathryn E. Jarvis  
 Ajay Kashyap  
 Deborah L. Larsen  
 Joan B. Larsen  
 Richard Leary  
 Patricia Leiby  
 A. Richard LeShack  
 Fatima Lomot  
 Kathleen Masci  
 Robert A. McClatchey  
 Susan McDonough  
 Joseph P. Mendousa  
 Mary Q. Mendousa  
 Jeffrey Pelletier  
 Emily Pruyn  
 Ken Pruyn  
 Anita Raffa  
 Alice Rouse  
 Elizabeth Salzer  
 Janet Schimelfenyg  
 Rita A. Sullivan  
 Susan E. Swanson  
 Vincent Therrien  
 Mary Ellen Turner  
 Roberta F. Vernon  
 Lee E. Vorderer

### Hanscom Field Advisory Committee

Michael Rosenberg (Sel)	2020
Emily Mitchell (Sel)	2022

### HATS

Mark Siegenthaler	2019
Michael Rosenberg (Sel)	2020
Emily Mitchell (Sel)	2020

### Metropolitan Area Planning Council

Sandra Hackman	2019
Margot Fleischman (Alt)	2019

### MBTA District Representative

Margot Fleischman	2020
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### Town Manager

Sarah A. Stanton

### Assistant Town Manager

Michael Rosen

### Town Counsel

David DeLuca	2019
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### Town Historian

Sharon McDonald	2019
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### Tree Warden

Dennis Freeman

### Veteran's Grave's Officer

Paul Purchia	2020
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### Veteran's Officer

William Linnehan

### SuAsCo River Stewardship Council

Joseph Piantedosi  
 Ralph Hammond

## SELECTMEN

### **Mike Rosenberg, *Chair***

#### **PURPOSE**

The Selectmen are the executive branch of Bedford's Town government and oversee all municipal departments and offices that serve under the leadership of Town Manager Sarah Stanton. These include: Bedford Local Transit, Code Enforcement, Council on Aging, Facilities (shared management with the School Department), Finance, Fire, Police, Public Works, Recreation, Town Clerk, and Youth & Family Services. These departments and offices are staffed by 149 full-time employees that are funded through the General Fund. There are also 25 part-time employees; their hours are equivalent to 8.73 full-time positions (these totals exclude employees who are hired by the Recreation Department, the majority of whom are seasonal workers and are paid through a revolving fund).

#### **FY19 HIGHLIGHTS**

##### **Change in the Town Manager Position**

As the fiscal year began, the Selectmen interviewed finalists to succeed Town Manager Richard Reed, retiring after a 30-year career. In August the Selectmen dedicated the Town Hall multipurpose room in his honor. The Selectmen voted unanimously to fill the position with Sarah Stanton, most recently Cambridge Budget Director, and she began as Town Manager on October 1. Among her early accomplishments were changing Town office hours to provide public access one evening a week; moving the Assessing Office and Veterans agent to more prominent office spaces, and personally filling in as the Assessing Director. Continuing efforts to fill the position were unsuccessful, and the Town engaged the Burlington Assessor as an Interim.



##### **Policies and Procedures**

Selectmen in the fall adopted a Town energy policy, and later accepted a bid from Dynergy Energy Community Electricity Aggregation. The Selectmen signed off on the Public Works Department's four-pronged approach to road improvement projects: responding to changing traffic demand, conforming to existing plans and policies, aiming for speed limits of 25 to 30 miles per hour, and prioritizing moving vehicles out of the center of town, to relieve the area with the greatest bicycle and pedestrian use.

##### **Infrastructure Improvements**

The selectmen toured Bedford's fire station in September to get a better understanding of the building's liabilities. In October the selectmen voted 3-2 to designate Old Town Hall as the site for a town museum, contingent on successful negotiations with the Bedford Historical Society. In January the selectmen approved a design option for police station expansion. Many residents objected to aspects of a redesigned intersection of Burlington and Old Billerica Roads. The changes were

## SELECTMEN

modified again and the corner continues to be reviewed. Late in the fiscal year the Selectmen signed contracts for improvements to the Hartford Street-Crescent Avenue-Bacon Road network and for preliminary design for a South Road sidewalk.

### Goals for the Calendar Year

At their December annual goal-setting meeting, the Selectmen agreed on the following priorities for the year: implementing the town museum feasibility study, municipal electricity aggregation, traffic mitigation strategy, Town charter and bylaw review, establishing a disability commission, an employee policies and procedures document, addressing Fire Department space needs, Springs Brook Park status, preparations in anticipation of naval property divestiture, and financial policies for free cash balances and excess tax levies.

### Maintenance and Municipal Services

The Selectmen signed a five-year contract for water storage tank maintenance and a new five-year waste disposal and recycling contract, including automated collection of recyclables. In the spring the selectmen approved a contract for replacement of all residential and commercial water meters. The selectmen accepted an ad hoc committee report recommending development of new community gardens at 350A Concord Road when demand warrants.

### Miscellaneous

Selectmen in November approved the formal Local Initiative Plan for affordable housing at Pine Hill Crossing. Selectmen also appointed a Charter Review Committee and heard periodic progress reports. Selectmen appointed an ad hoc committee to investigate prospects for divestiture and redevelopment of the former Naval property on the north side

of Hartwell Road. In March Selectman William Moonan was re-elected and Selectman Emily Mitchell was elected, while Selectman Caroline Fedele retired after two terms. Also during the fiscal year, the Selectmen adopted a policy that allows members of boards and committees to participate remotely under certain conditions. Selectmen joined hundreds of townspeople at a Summer Solstice celebration on the Common June 22, engineered by the Town Manager's Office.

To find the Town on Facebook, go to [www.facebook.com/BedfordMA](https://www.facebook.com/BedfordMA) or enter "Town of Bedford, MA" into the Facebook search engine. Follow the Town of Bedford on Twitter @BedfordMAGov.

The Selectmen welcome input on any issue of concern. Questions and comments can be emailed directly from the Selectmen's webpage, [www.bedfordma.gov/selectmen](http://www.bedfordma.gov/selectmen). While on that page, to send an email to an individual Selectman, simply click their name; to contact all the Selectmen, click on "Board of Selectmen" at the bottom of the page. Letters may also be mailed to the Selectmen care of the Town Manager's Office in Town Hall, 10 Mudge Way, Bedford MA 01730.

In conclusion, the Town of Bedford benefits tremendously from the skills and talents of the over 150 citizen-volunteers who serve on boards, committees, commissions and task forces. The Selectmen extend their sincere thanks to all volunteers and staff who work tirelessly throughout the year to make Bedford a wonderful community in which to live and conduct business.

## FINANCIAL SERVICES

### Board of Assessors

**R. Bruce Murphy, *Chair***

#### **PURPOSE**

Governed by provisions found mostly in Chapter 59 of the Massachusetts General Laws, the elected three-member Board of Assessors is obligated each year to assess all real and personal property within the Town at its full and fair value as of January 1, for the purpose of *ad valorem* taxation. Accordingly, the Assessors, develop and maintain extensive records to catalogue and appraise all property.

As a result, the Assessing Department must:

- Maintain legal, physical, and sales data for each property and continuously verify and update the property records to maintain the integrity of the data.
- Verify all property sales to identify the conditions of the sale and the characteristics of the property at the time of the sale, and analyze the sales data to quantify market trends.
- Discover and analyze such local and regional economic data as the cost of land acquisition, development, and construction, as well as the prevailing commercial/industrial market rents, vacancy rates, and landlord/tenant expenses.
- Monitor all building permits, subdivisions, condominium conversions, and zoning changes.
- Conduct cyclical re-inspection program to ensure that each property's data quality is constantly monitored and maintained.
- Maintain accurate tax maps and coordinate their digital integration with the parcel-based data.
- Inventory and value all items of taxable personal property within the town.
- Implement effective mass appraisal methodologies to determine property value

and apply the methodologies consistently and uniformly throughout the town.

The legislature allows communities to set multiple tax rates through the process of classification. The responsibility for establishing separate tax rates for the residential, open space, and commercial/industrial/personal property classes lies not with the Assessors, however, but with the Selectmen. This decision is made at the annual classification (public) hearing, at which the Board of Assessors provides data demonstrating the effect of various classification scenarios on the tax rates and distribution of the tax burden among the property classes. In 2019 the value of residential property in Bedford increases by \$233 million or 8.0 percent, crossing the \$3 billion mark for the first time at \$3.117 billion. The value of commercial, industrial and personal property (CIP) increased by \$38 million or 4.7% to a total value of \$839.8 million. With the effect of the differential tax rates this translated to an increase \$766 thousand (1.9%) for the residential tax burden and a decrease of \$500 thousand (1.9%) for the CIP tax burden. The Assessing Department also administers the motor vehicle excise tax, a significant source of revenue for the Town. FY2019 saw an increase of \$137 thousand (5.5%) in the Motor Vehicle Excise Taxes.

The management of abatements and appeals is also a large part of the work performed by the Assessors to ensure fairness and equity in the property valuations. In FY 2019, thirty-four real property abatements and seven personal property abatement applications were filed by tax-payers and were acted upon by the assessors. This represents a thirty-three percent decrease in the number of abatements

## FINANCIAL SERVICES

### Board of Assessors

filed compared to FY2018.

<b>EMPLOYEE STATISTICS</b>	<b>Budgeted</b>
Full-time employees:	3
Part-time employees:	1

The Assessors are working with the Town Manager to recruit a candidate for the Director of Assessing position which was vacated during FY19. While the candidate search is in progress, the Assessors approved the Town Manager's proposal to hire a consultant to provide professional staffing coverage for the function. That position is currently being ably filled by James Doherty, an experienced local assessor.

#### **FY19 HIGHLIGHTS**

This was the first year in the five year certification cycle. The Massachusetts Department of Revenue (DOR) Bureau of Local Assessment periodically conducts a detailed analysis of the data quality and methodologies used by the Assessing Department in order to ensure that values in Bedford have been assigned fairly and equitably. While values are updated annually and require DOR approval every year, certification years provide a much more in-depth review. In 2016 the Massachusetts Legislature passed, and Governor Baker signed, Bill H.4565, An Act modernizing municipal finance and government. One of the provisions of the new law was to change the frequency of DOR review from a triennial to a quinquennial evaluation. Bedford's last certification year was 2018; given the new schedule, Bedford's next DOR review is scheduled for FY23.

Property Inspections are an important tool for maintaining accurate property values. The Department of Revenue requires that the entire property inventory of a community be

inspected on a nine-year cycle. Cyclical inspections are conducted to ensure the quality of the data in the mass appraisal system that the Assessors use to establish town wide property values. Completion of a building permit will trigger a property inspection, as will a property sale. These inspections are important in that they capture value changes in properties at the time the change is occurring; this information is critical to the process of keeping the evaluation models in the mass appraisal system up-to-date. The Assessors dedicate one full time employee entirely to the inspection process and will supplement that effort with other qualified employees as needed.

The Assessors are responsible for granting real estate exemptions and CPA surcharge exemptions. Bedford's Town Meeting has consistently voted to approve the Town's participation in the local option tax exemption programs authorized by the Legislature. These exemptions are offered to the elderly, veterans, the families of veterans, and property owners who suffer a variety of disabilities. Some of these exemptions are means tested; all require some form of verification. In 2019 the Assessors approved 231 exemption requests totaling \$119,774. This was a 5.5 percent increase over the number of exemptions approved in 2018 and a 2.3 percent increase in the value of the approved exemptions over the previous year. Each exemption request is verified by the assessing staff prior to review for approval by the Assessors.

Dedicated and competent office staff makes the functioning of the Assessing Department possible on a daily basis. In 2019 our staff included an Administrative Assistant, Field Data Collector; and part-time Administrative

## FINANCIAL SERVICES

### Board of Assessors

Assistant. The Assessors want to express their gratitude for everyone in the office who is working hard to provide excellent customer assistance and to maintain the high integrity of our database.

#### **FY16 - FY19 DATA COMPARISONS**

<b>Valuation by Class</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Residential	\$ 2,515,184,292	\$ 2,729,119,905	\$2,888,274,202	\$3,116,982,090
Open Space	\$ 1,504,000	\$ 0	\$0	\$0
Commercial	\$ 264,055,021	\$ 332,255,720	\$427,520,199	\$456,035,587
Industrial	\$ 301,559,214	\$ 255,814,200	\$255,132,400	\$261,902,700
Personal Property	\$ 112,390,400	\$ 107,305,000	\$118,912,700	\$ 121,835,600
<b>Total Valuation</b>	<b>\$ 3,194,692,927</b>	<b>\$ 3,424,494,825</b>	<b>\$3,685,839,501</b>	<b>\$3,956,755,977</b>

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Property Tax Abatement Applications</b>	<b>40</b>	<b>25</b>	<b>61</b>	<b>41</b>

<b>Tax Rates per \$1,000 of Assessed Value</b>	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
Residential	\$ 15.28	\$ 14.81	\$13.74	\$12.96
Open Space	\$ 11.47	\$ 0	-----	
Commercial/Industrial/Personal Property	\$33.50	\$ 32.04	\$30.38	\$28.42

	<b>FY16</b>	<b>FY17</b>	<b>FY18</b>	<b>FY19</b>
<b>Total Property Taxes</b>	\$61,162,422	\$62,698,078	\$63,981,481	\$64,262,462
<b>Motor Vehicle Excise Tax Committed</b>	\$ 2,400,947	\$ 2,445,841	\$2,498,295	\$2,635,611



## FINANCIAL SERVICES

### Board of Assessors

#### **FY20 PROJECTIONS**

The Assessing Department will conduct a detailed analysis of the data quality and methodologies used to ensure that values in the Town have been assigned fairly and equitably. The Assessing Department will continue on-going inspections of all real estate and personal property accounts, real estate tax exemptions and motor vehicle abatements, and general service to the public for all assessment-related matters. Based on last year's success the Board determined that annual inventory of all Personal Property will continue.

The Board of Assessors recommended a

Charter change to move managerial supervision for the Assessing Director from the Board to the Town Manager. A Board member has served on the Charter and Bylaw Committee to update the Town's Charter and Bylaws to reflect that recommendation. The Chair has worked closely with the Town Manager to draft these updates. Pending Town Meeting and voter approval of the recommended changes, their implementation will be a major focus for the Board in FY20.

Finally, the successful recruiting and hiring of a candidate to fill the Director of Assessing position will be a key effort for FY20.

### Finance Department

**Victor Garofalo, Finance Director,  
Treasurer & Collector**

#### **PURPOSE**

The Finance/Administrative Services Department has organizational responsibilities for the following functions:

- Accounts payable for all departments
- Preparation of all Town and School payrolls
- Cash flow and investment management for all funds
- Debt budgeting, management, preparation, and coordination of municipal bond sales; make presentations to bond rating agencies
- Preparation and dispersal of all financial statements to federal and state agencies
- Ensure compliance with all Town, state, and federal financial regulations
- Coordination and assistance to independent auditors
- Benefits and worker's compensation management in conjunction with Human Resources
- General insurance and worker's compensation budgeting and management
- Financial management and forecasting
- Real estate and personal property tax billings and collections
- Motor vehicle billings and collections
- Water and sewer revenue collections and receiving other departmental revenue turnovers
- Coordination, planning, and maintenance of information system technologies and initiatives for Town departments
- Tracking and reporting of capital assets to ensure compliance with accounting standards
- Tracking and reporting of all Community Preservation Fund activity
- General office supply purchasing for all Town Departments
- Processing and monitoring Town department mail and mailing expenses
- Provide technical assistance to various Town boards and committees

## FINANCIAL SERVICES

### Finance Department

#### **EMPLOYEE STATISTICS**

Full-Time: 8

Part-Time: 2

#### **FY19 HIGHLIGHTS**

For the fifteenth consecutive year, the Finance Department is pleased that the Certificate of Achievement for Excellence in Financial Reporting (CAFR) was awarded to the Town by the Governmental Finance Officers Association of the United States and Canada (GFOA) for the Town Comprehensive Annual Financial Report for the fiscal year ending June 30, 2018.

Standard & Poor's affirmed our AAA rating, received in 2006. This rating is the absolute highest available and is an indication of the caliber of our credit. This ensures that we will receive the lowest possible interest rate whenever the Town has a bond sale. The Finance Department has also in the past been able to refinance some of its bonds, saving the Town over 3.6 million dollars over six years.

On an ongoing basis, throughout FY19, the Finance/Administrative Services Department continued to implement, enhance, and expand operational efficiencies and services, both internally and throughout all Town departments. Some of these activities and accomplishments included:

- Refinement of all Governmental Accounting Standard Board (GASB) and Department of Revenue (DOR) reporting requirements, as well as automation of many processes.
- Refinement of all financial forecasting and modeling tools.
- Update Online Visual Budget, and Financial/Budget Web Page.
- Refinement of the Town internal report for Departments, Boards and Committees.
- One of the best commitment-to-collection ratios of real estate and personal property taxes of any community in Massachusetts

by continuing to follow its internal collection procedures. Collections are at 99.9%.

- FY18 Town Audit found Town Financials in full compliance.
- Closed books on a timely basis, as well as the Town audit and free cash being certified on a timely basis.
- Conducting Bond sale in November 2018.

#### **FY19 Technology Projects**

- Obtain a State grant for permitting software.
- Install new storage array at Town Hall.
- Transition virtual environment to new physical servers.
- Integrate firewalls and switches into IT fabric.
- Conduct cyber security awareness training.
- Implement an email backup system.
- Implement data management program and policies.
- Test IT system disaster recovery & continuity.
- Implement new UB Billing System.
- Install Microsoft RDS server for remote access.

#### **FY20 Technology Projects**

- Install Ansible for network switches configuration management.
- Upgrade Police servers to Microsoft Server 2016.
- Implement new Permitting software.
- Add two-factor authentication for remote access.
- Compare network-monitoring options – in-house vs contracted.
- Benefit from state cybersecurity initiatives.
- Install security cameras at water towers.
- Create cyberattack response procedure and policy.
- Organize the server rooms in Police, Town Center and Town Hall.

## FINANCIAL SERVICES

### Finance Department



Government Finance Officers Association

### Certificate of Achievement for Excellence in Financial Reporting

Presented to

**Town of Bedford  
Massachusetts**

For its Comprehensive Annual  
Financial Report  
for the Fiscal Year Ended

**June 30, 2018**

*Christopher P. Morill*

Executive Director/CFO

# FINANCIAL SERVICES

## Finance Department

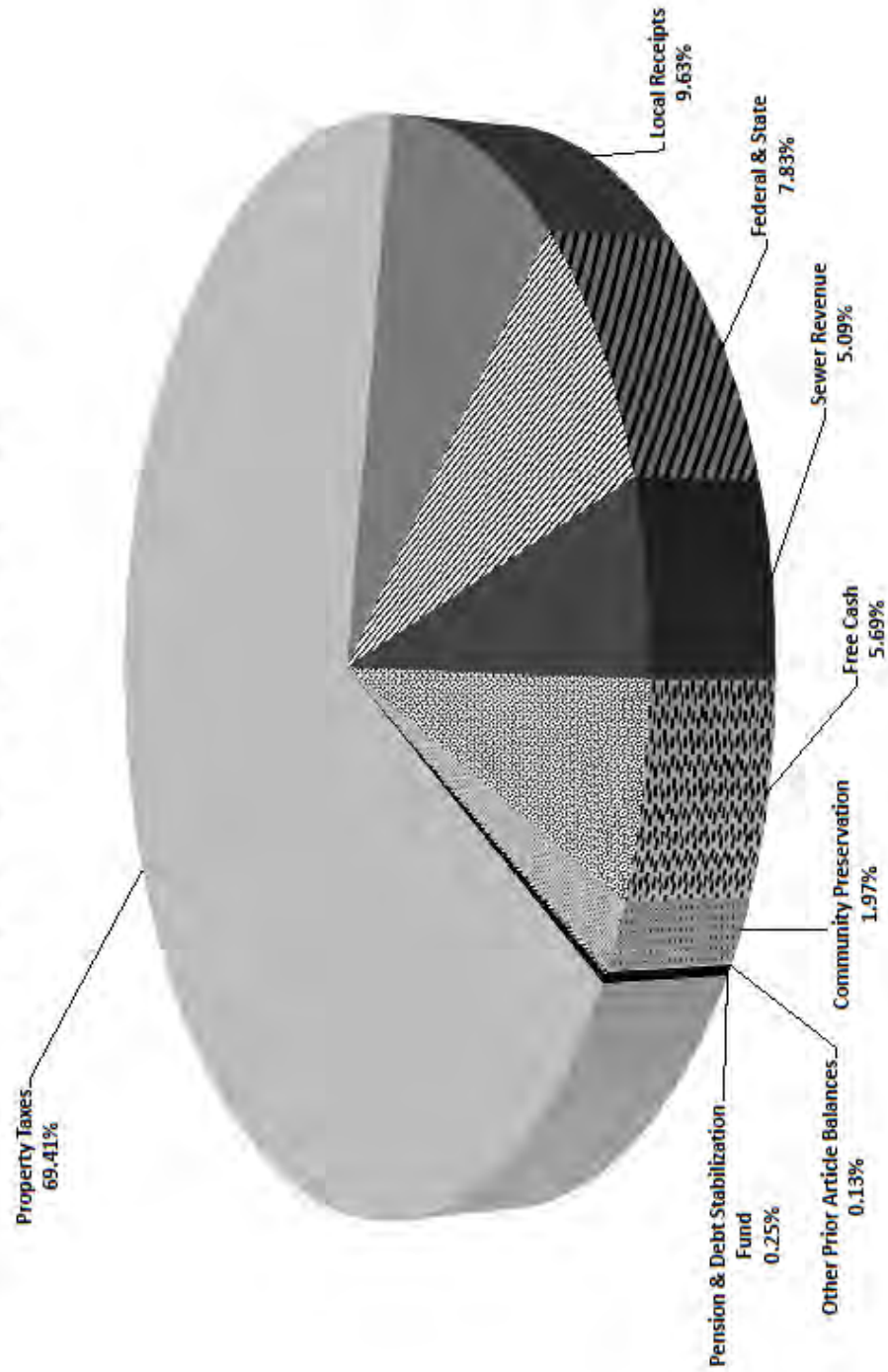
### Budgeted Revenue & Appropriations (Expenses) FY2018 & FY2019

<u>Revenues</u>	Final FY2018	% of Total	Final FY2019	% of Total
Maximum Amount of Tax Levy (Property Taxes)	\$ 69,548,930	68.9%	\$ 72,596,035	69.4%
Local Receipts	9,856,341	9.8%	10,072,482	9.6%
Federal & State	7,639,503	7.6%	8,193,892	7.8%
Sewer Revenue	5,290,315	5.2%	5,325,000	5.1%
Free Cash	4,225,207	4.2%	5,950,000	5.7%
Community Preservation (CPA)	3,509,597	3.5%	2,059,577	2.0%
Pension & Debt Stabilization Fund	144,469	0.1%	131,288	0.1%
Other & Prior Article Balances	731,846	0.7%	259,682	0.2%
<b>Total Revenue</b>	<b>\$ 100,946,208</b>		<b>\$ 104,587,956</b>	
<u>Appropriations (Expenses)</u>				
Schools (including Vocational Education)	\$ 39,566,561	41.5%	\$ 40,928,716	42.5%
Selectmen Budgets	17,383,287	18.2%	18,568,267	19.3%
Insurance & Benefits	11,642,239	12.2%	12,187,666	12.7%
Principal & Interest (Includes CPA Bonds)	7,730,821	8.1%	8,255,287	8.6%
Water & Sewer (MWRA)	5,546,195	5.8%	5,605,180	5.8%
Utilities	1,785,000	1.9%	1,750,000	1.8%
Independent Boards & Financial Committees	3,031,682	3.2%	2,791,847	2.9%
<b>Sub-Total (Operating Budget)</b>	<b>\$ 86,685,785</b>		<b>\$ 90,086,963</b>	
Capital Article (Excludes bonding projects)	2,697,403	2.8%	2,519,181	2.6%
Other Articles (Stabilization, OPEB, Sick, Misc.)	1,894,797	2.0%	1,598,555	1.7%
Abatements, Assessments, Snow Deficit & Other	1,453,309	1.5%	1,003,155	1.0%
Community Preservation	2,657,465	2.8%	1,046,528	1.1%
<b>Total Appropriations (Expenses)</b>	<b>\$ 95,378,759</b>		<b>\$ 96,254,382</b>	
<b>Unused Levy Capacity</b>	<b>\$ 5,567,449</b>		<b>\$ 8,333,574</b>	

## FINANCIAL SERVICES

### Finance Department

#### FY2019 Budgeted Revenues





# FINANCIAL SERVICES

## Collections and Unpaid Balances June 30, 2019

		Uncollected 6/30/2018	Commitments	Abatements & Adjustments	Adjusted Collectable	Transfer to Tax Title/Deferral	Collections	Refunds	Uncollected 6/30/2019
<i>Real &amp; Personal Property</i>									
Real Estate	FY19	0	60,799,894	(123,430)	60,676,464	(23,113)	(60,399,996)	61,997	315,352
	FY18	310,804	0	(27,137)	283,667	(7,435)	(290,221)	18,571	4,582
	FY17	409	0	0	409	0	0	0	409
<b>Total Real Estate</b>		<b>311,213</b>	<b>60,799,894</b>	<b>(150,567)</b>	<b>60,960,540</b>	<b>(30,548)</b>	<b>(60,690,217)</b>	<b>80,568</b>	<b>320,343</b>
Personal Property	FY19	0	3,462,568	(3,890)	3,458,678	0	(3,451,261)	12,498	19,915
	FY18	25,167	0	(4,332)	20,835	0	(19,755)	1,103	2,183
	FY17	511	0	0	511	0	(91)	0	420
	FY16	233	0	0	233	0	0	0	233
<b>Total Personal Property</b>		<b>25,911</b>	<b>0</b>	<b>(4,332)</b>	<b>21,579</b>	<b>0</b>	<b>(19,846)</b>	<b>1,103</b>	<b>2,836</b>
<i>Motor Vehicle</i>									
Motor Vehicle	FY19	0	2,346,794	(89,894)	2,256,900	0	(2,148,742)	14,950	123,108
	FY18	104,298	288,817	(83,990)	349,125	0	(344,904)	28,896	33,117
	FY17	32,872	0	(3,903)	28,969	0	(13,656)	1,443	16,756
	FY16	16,161	0	(3,437)	12,724	0	(2,836)	3,146	13,034
Prior Years Motor Vehicle		15,996	0	(8)	15,988	0	(545)	8	15,451
<b>Total Motor Vehicle</b>		<b>65,029</b>	<b>0</b>	<b>(7,340)</b>	<b>57,681</b>	<b>0</b>	<b>(17,037)</b>	<b>4,597</b>	<b>45,241</b>
<i>Water/Sewer Liens</i>									
<i>FY19</i>									
Water Lien Added to Tax		0	73,696		73,696	(2,065)	(69,770)	1,531	3,392
Sewer Lien Added to Tax		0	93,058	0	93,058	(2,814)	(86,448)	0	3,796
<i>FY18</i>									
Water Lien Added to Tax		4,201	0	0	4,201	0	(4,201)	0	0
Sewer Lien Added to Tax		13,703	0	(1,784)	11,919	0	(11,461)	0	458
<b>Total Water/Sewer Liens</b>		<b>17,904</b>	<b>166,754</b>	<b>(1,784)</b>	<b>182,874</b>	<b>(4,879)</b>	<b>(171,880)</b>	<b>1,531</b>	<b>7,646</b>
<i>Water/Sewer Bills</i>									
						Water/Sewer Liens			
Water		372,824	3,916,239	13,021	4,302,084	(50,153)	(3,965,322)	45,274	331,883
Sewer		570,993	5,244,341	(6,408)	5,808,926	(82,715)	(5,176,298)	6,742	556,655
<b>Total Water/Sewer Bills</b>		<b>943,817</b>	<b>9,160,580</b>	<b>6,613</b>	<b>10,111,010</b>	<b>(132,868)</b>	<b>(9,141,620)</b>	<b>52,016</b>	<b>888,538</b>



# FINANCIAL SERVICES

Town of Bedford Combined Balance Sheet June 30, 2019							
Assets	General Fund	Special Revenue	Capital Projects	Ambulance Enterprise Fund	Trust & Agency Funds	Long-Term Debt	Total
Cash/Investments	26,119,478	14,712,048	5,479,623	238,799	22,326,094		68,861,042
Petty Cash	1,285						1,285
Receivables:							
Real State & Personal Property Taxes	343,094						343,094
Excise	201,467						201,467
User Charges & Fees	338,805	653,682					992,487
Tax Liens	67,347						67,347
Departmental	(8,701)						(8,701)
Reserve for Uncollected Funds	(195,332)						(195,332)
Reserve for Abatements & Exemptions	(746,681)	(653,682)					(1,400,363)
Deferred Revenue							
Bonds Payable						55,807,775	55,807,775
<b>Total Assets</b>	<b>26,120,763</b>	<b>14,712,048</b>	<b>5,479,623</b>	<b>238,799</b>	<b>22,326,094</b>	<b>55,807,775</b>	<b>124,677,102</b>
Liabilities							
Warrants Payable							
Payroll Withholdings	2,037,426						2,037,426
Agency	227,267						227,267
Notes Payable (E&Ms)			572,963		528,152		1,099,117
Bonds Payable						55,807,775	55,807,775
Tailings	75,334						75,334
<b>Total Liabilities</b>	<b>2,340,028</b>	<b>-</b>	<b>572,963</b>	<b>-</b>	<b>528,152</b>	<b>55,807,775</b>	<b>59,248,917</b>
Fund Balance / Retained Earnings							
Reserve for Petty Cash	1,285						1,285
Reserve for Expenditures	5,928,000			64,000			5,992,000
Reserve for Tax Foreclose							
Reserve for Encumbrances	5,499,583			7,948			5,507,531
Reserve for Appropriation Deficit	(188,040)						(188,040)
Reserve for Unexpended Trust					112,378		112,378
Reserve for Open Space							
Reserve for Community Housing							
Reserve for Historic Resources							
Reserve for Recreation Land							
Undesignated/Unrestricted	12,539,907	14,712,048	4,906,660	158,851	21,685,564		54,003,030
<b>Total Fund Balance / Retained Earnings</b>	<b>23,786,735</b>	<b>14,712,048</b>	<b>4,906,660</b>	<b>238,799</b>	<b>21,797,942</b>	<b>-</b>	<b>65,428,185</b>
<b>Total Liabilities / Fund Balance</b>	<b>26,120,763</b>	<b>14,712,048</b>	<b>5,479,623</b>	<b>238,799</b>	<b>22,326,094</b>	<b>55,807,775</b>	<b>124,677,102</b>

June 30, 2019

[illegible]

# FINANCIAL SERVICES

Town of Bedford									
Special Revenue Funds Balance Sheet									
	School Lunch	Federal & State Grants	6-30-19	Revolving	Cable TV	Sewer	Community Preservation	Total	
<b>Assets</b>									
Cash/Investments	239,222	1,859,218	429,042	1,793,155	291,823	7,475,645	2,623,942	14,712,048	
Petty Cash								-	
Receivables:								-	
User Charges & Liens				132		644,263	9,288	653,682	
Special Assessments								-	
Payment of Notes								-	
Reserve for Uncollected Receivables								-	
Deferred Revenue				(132)		(644,263)	(9,288)	(653,682)	
<b>Total Assets</b>	<b>239,222</b>	<b>1,859,218</b>	<b>429,042</b>	<b>1,793,155</b>	<b>291,823</b>	<b>7,475,645</b>	<b>2,623,942</b>	<b>14,712,048</b>	
<b>Liabilities</b>									
Notes Payable - BANs								-	
Warrants Payable								-	
Deferred Revenue								-	
<b>Total Liabilities</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Fund Balance / Retained Earnings</b>									
Reserve for Petty Cash								-	
Reserve for Expenditures								-	
Reserve for Encumbrances								-	
Reserve for Open Space								-	
Reserve for Community Housing								-	
Reserve for Historic Resources								-	
Reserve for Recreation Land								-	
Undesignated/Unrestricted								-	
	239,222	1,859,218	429,042	1,793,155	291,823	7,475,645	2,623,942	14,712,048	
<b>Total Fund Balance / Retained Earnings</b>	<b>239,222</b>	<b>1,859,218</b>	<b>429,042</b>	<b>1,793,155</b>	<b>291,823</b>	<b>7,475,645</b>	<b>2,623,942</b>	<b>14,712,048</b>	
<b>Total Liabilities / Fund Balance</b>	<b>239,222</b>	<b>1,859,218</b>	<b>429,042</b>	<b>1,793,155</b>	<b>291,823</b>	<b>7,475,645</b>	<b>2,623,942</b>	<b>14,712,048</b>	

## FINANCIAL SERVICES

Town of Bedford Trust & Agency Funds Balance Sheet June 30, 2019			
Assets		Liabilities	
Cash - Town Non-Major Trusts	5,109,661	Performance Bonds	528,152
Cash - Library Non-Major Trusts	788,068	<b>Total Liabilities</b>	<b>528,152</b>
Cash - Major Trst Funds	15,900,214		
Cash - Agency/Performance Bonds	528,152	Fund Balance	
<b>Total Assets</b>	<b>22,326,094</b>	Reserve for Unexpendable Trust:	
		Town Non-Major Trusts	54,040
		Library Non-Major Trusts	58,338
		Undesignated/Unrestricted:	
		Town Non-Major Trusts	5,055,621
		Library Non-Major Trusts	729,730
		General Stabilization	5,423,819
		Bond Premium Stabilization	336,743
		Health Claims Trust	-
		Other Post Employment Benefits	8,749,588
		Pension Trust	1,028,270
		Compensated Absences	361,795
		<b>Total Fund Balance</b>	<b>21,797,942</b>
		<b>Total Liabilities &amp; Fund Balance</b>	<b>22,326,094</b>

Town of Bedford Long-Term Debt Balance Sheet June 30, 2019			
Inside Debt Limit		Outside Debt Limit	
Sewer Bonds	4,893,675	Water Bonds	5,529,900
Other General Bonds	45,384,200	Sewer Bonds	-
<b>Total Inside Debt Limit</b>	<b>50,277,875</b>	<b>Total Outside Debt Limit</b>	<b>5,529,900</b>
		<b>Net Funded or Fixed Debt</b>	<b>55,807,775</b>

# FINANCIAL SERVICES

Town of Bedford Capital Projects Balance Sheet June 30, 2019			
Assets		Liabilities	
Cash & Investments	5,479,623	Warrants Payable	-
Loans Authorized	17,615,618	Notes Payable (BANs)	572,963
Loans Authorized & Unissued	(17,615,618)	Accounts Payable	-
<b>Total Assets</b>	<b>5,479,623</b>	<b>Total Liabilities</b>	<b>572,963</b>
		Fund Balance	
		Undesignated/Unrestricted	4,906,660
		Reserve for Expenditures	-
		Reserve for Encumbrances	-
		<b>Total Fund Balance</b>	<b>4,906,660</b>
		<b>Total Liabilities &amp; Fund Balance</b>	<b>5,479,623</b>

Town of Bedford Ambulance Enterprise Fund Balance Sheet June 30, 2019			
Assets		Liabilities	
Cash & Investments	230,799	Warrants Payable	-
		Accounts Payable	-
<b>Total Assets</b>	<b>230,799</b>	<b>Total Liabilities</b>	<b>-</b>
		Fund Balance	
		Undesignated/Unrestricted	158,851
		Reserve for Expenditures	64,000
		Reserve for Encumbrances	7,948
		<b>Total Fund Balance</b>	<b>230,799</b>
		<b>Total Liabilities &amp; Fund Balance</b>	<b>230,799</b>

# FINANCIAL SERVICES

<b>Town of Bedford</b> <b>Analysis of Cash Receipts - General Fund &amp; Sewer Fund</b> <b>June 30, 2019</b>	
<b>Taxes</b>	
Real Estate	60,607,527
Supplemental Tax Assessment - FY2018	26,010
Personal Property	3,453,274
<b>Total Taxes</b>	<b>64,086,810</b>
<b>Tax Title</b>	<b>57,241</b>
<b>Motor Vehicle Excise</b>	
Previous Years	328,029
FY2019	2,133,792
<b>Total Motor Vehicle Excise</b>	<b>2,461,822</b>
<b>Other Excise</b>	
Hotel/Motel	804,421
Meals Tax	382,121
Jet Fuel	240,085
<b>Total Other Excise</b>	<b>1,426,627</b>
<b>Departmental Revenue</b>	
Selectmen - Bedford Local Transit	13,821
Finance Department	213,046
Code Enforcement	39,915
Assessors	1,195
Town Clerk	31,755
Planning Department	6,705
Police Department	40,052
Fire Department	40,548
Department of Public Works	54,350
Department of Public Works - Tower Rental	248,867
Cemetery	28,060
Library	16,986
School Department	114,824
<b>Total Departmental Revenue</b>	<b>850,123</b>
<b>Court Fines</b>	<b>41,314</b>
<b>Payment in Lieu of Taxes</b>	<b>1,676,271</b>

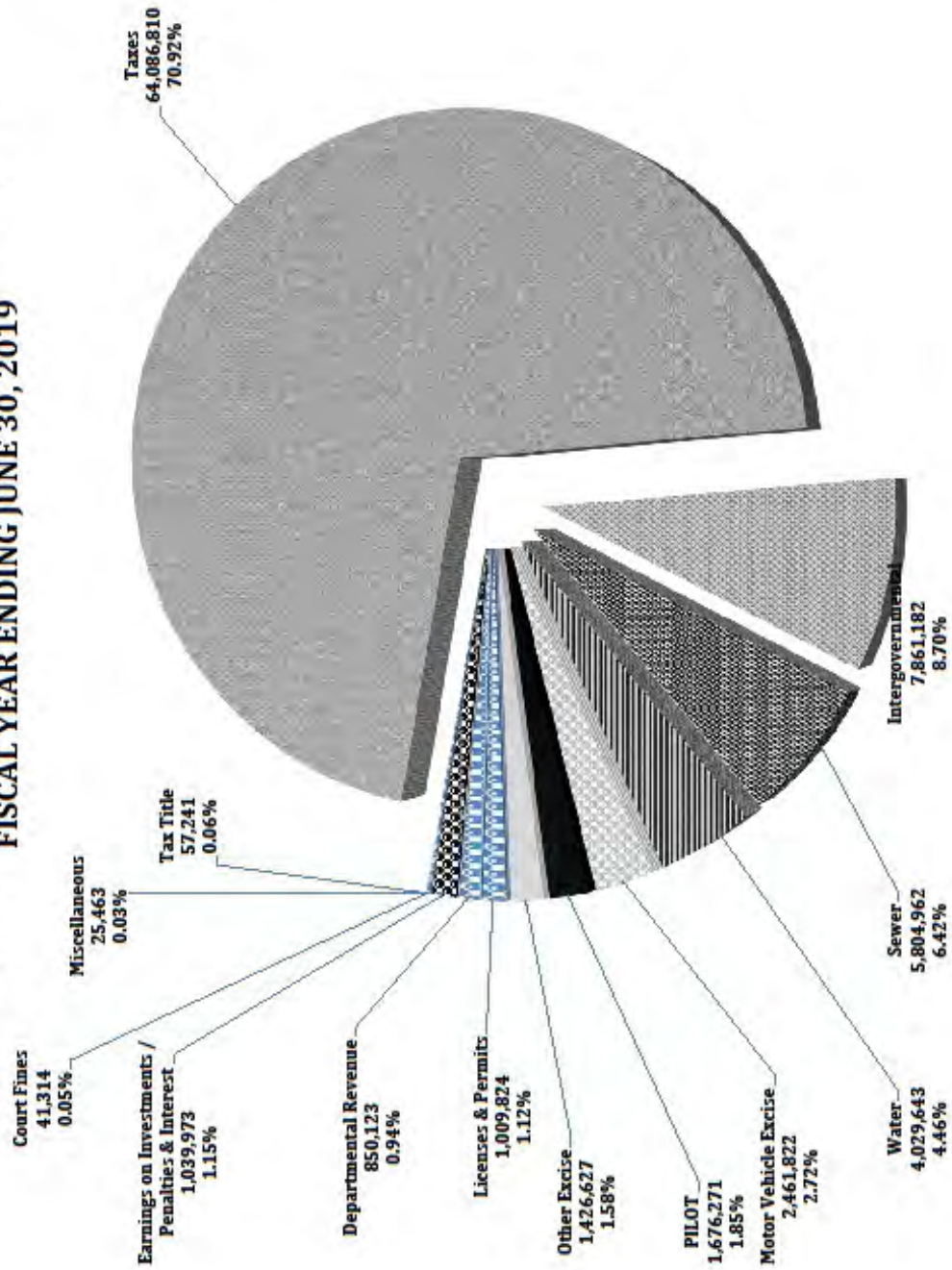


# FINANCIAL SERVICES

<b>Town of Bedford</b> <b>Analysis of Cash Receipts - General Fund &amp; Sewer Fund</b> <b>June 30, 2019</b>	
<b>Licenses &amp; Permits</b>	
Selectmen	64,370
Town Clerk	15,228
Police Department	2,813
Fire Department	44,911
Code Enforcement	839,705
Board of Health	29,130
Department of Public Works	13,668
<b>Total Licenses &amp; Permits</b>	<b>1,009,824</b>
<b>Earnings on Investment/Bond Premiums</b>	<b>1,039,973</b>
<b>Water</b>	
Rates	3,895,882
Liens	72,410
Miscellaneous	61,351
<b>Total Water</b>	<b>4,029,643</b>
<b>Miscellaneous</b>	<b>25,463</b>
<b>Intergovernmental</b>	
Medicaid/Special Needs	37,430
State Owned Land	884,962
Chapter 70	4,907,716
Local Aid	1,186,907
MSBA School Funding	537,251
Charter Reimbursement	14,961
Fish & Wildlife	12,296
Exemptions for Veterans, Blind, Surviving Spouse & Elderly	65,989
Veterans Benefits	213,670
<b>Total Intergovernmental</b>	<b>7,861,182</b>
<b>Total Analysis of Cash Receipts - General Fund</b>	<b>84,566,294</b>
<b>Sewer Fund</b>	
Rates	5,159,282
Liens	97,910
Hanscom	492,975
Miscellaneous	54,795
<b>Total Analysis of Cash Receipts - Sewer Fund</b>	<b>5,804,962</b>
<b>Total Analysis of Cash Receipt All Funds</b>	<b>90,371,256</b>

## FINANCIAL SERVICES

**ANALYSIS OF CASH RECEIPTS - GENERAL FUND & SEWER FUND  
FISCAL YEAR ENDING JUNE 30, 2019**



# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019									
General Government									
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unspent Appropriation Balance	
<b>Selectman / Town Manager</b>									
Salaries		346,065.00	17,570.00	563,642.05				0.15	
Office		2,400.00		2,400.00				-	
Chairman		2,000.00		2,000.00				-	
Clerk		4,800.00		4,800.00				-	
Other		153,440.00	(38,352.00)	66,164.93		400.00	34,600.00	15,723.07	
Expenditures		309,709.00		205,272.07		5,000.00	2,000.00	102,436.93	
Vacation				7,115.00				-	
Prior Year Encumbrance	12,115.00								
<b>Finance Department</b>									
Salaries		733,381.00	20,927.00	604,968.61		20,135.20		49,184.19	
Expenditures		317,873.00		279,637.18		37,539.83	1,704.7	523.52	
Prior Year Salaries	4,500.00			4,500.00				-	
Prior Year Encumbrance	78,474.71			37,811.25		20,483.70		977.26	
<b>Finance Committee</b>									
Expenditures		1,614.00		210.00				1,404.00	
Reserve Fund		980,861.00			(208,346.00)			772,515.00	
<b>Assessors</b>									
Salaries		227,419.00	5,926.00	386,433.22			30,000.00	16,911.78	
Office		4,800.00		4,800.00				-	
Supplies		75,773.00		42,803.08			25,500.00	7,469.12	
Expenditures				30.09				1,082.80	
Prior Year Encumbrance	1,121.99								
<b>Town Council</b>									
Legal Services		183,700.00		146,296.03			37,000.00	403.97	
Expenditures		300.00						300.00	
Prior Year Encumbrance	27,774.34			11,491.34				16,283.00	
<b>Town Clerk</b>									
Salaries		203,926.00	5,653.00	201,271.76				8,307.24	
Supplies		310.00		303.00				9.00	
Expenditures		25,656.00		22,049.13				3,606.87	
<b>Records / Registrations</b>									
Personal Costs		40,985.00		30,159.88				2,825.12	
Supplies		1,350.00		900.00				450.00	
Expenditures		37,432.00		13,852.47				4,589.53	
Prior Year Encumbrance	1,005.00							1,005.00	

# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unspent Appropriation Balance
<b>Planning Board</b>								
Salaries		208,320.00	7,765.00	213,493.15				2,600.85
Expenditures		7,250.00		7,238.49				11.51
Prior Year Expenditures	654.70			654.70				-
<b>Insurance / Benefits</b>								
Insurance / Benefits		12,187,267.00		11,566,371.75		4,400.00	110,000.00	506,895.25
Prior Year Insurance / Benefits	105,000.00			3,034.26				101,965.74
<b>Capital Articles</b>								
FY16 Audit & Related Services	5,000.00			5,000.00				-
FY17 Audit & Related Services	45,706.74			45,706.74				-
FY18 Salary Plan Additional Funding	132,216.00				(365.00)		131,951.00	-
FY18 Land Acquisition Fund	200,000.00			200,000.00				-
Bedford Woods Conservation Restriction Acquisition	10,000.00	70,000.00		5,081.50			4,918.50	-
FY18 Audit & Related Services				1,873.26			68,126.74	-
FY19 Salary Plan Additional Funding		204,100.00			(204,100.00)			-
FY19 Land Acquisition Fund		300,000.00		212,340.00		1,724.40	87,660.00	-
Historical Museum Feasibility Study	20,000.00						18,275.60	-
Land/Easement Acquis Middlesex Tpk/Great Rd/Mudge Way	12,092.55			6,000.00			12,092.55	-
Town IT/Flexcare - RMS Software Development	8,000.00			1,250.00	(302.26)			-
Town IT Equipment Replacement Plan	1,552.26				(161.54)	920.16	5,000.00	-
Town IT Equip & Systems Ann. Replc/Repair	43,167.40			42,076.70				-
Town Photocopier Replacement	5,000.00							-
Finance Department Postage Machine		12,500.00						-
Town Photocopier Replacement		12,000.00		74,047.42			12,000.00	-
Town IT Equipment & Systems Annual Replacement and Renewal		114,700.00			(20,350.00)	40,255.09	405.49	-
AssessPro Software Upgrade	20,250.00			5,000.00	(729.90)			-
Consult-Scanline/Records Business Zoning-Crest Rd Corridor	6,629.90							-
<b>Total General Government</b>	<b>740,468.75</b>	<b>16,952,538.00</b>	<b>19,267.00</b>	<b>14,937,169.64</b>	<b>(434,356.70)</b>	<b>143,209.38</b>	<b>570,700.35</b>	<b>1,637,400.60</b>
<b>Public Safety</b>								
<b>Police Department</b>								
Salaries		3,672,040.00	51,783.00	3,745,116.76	21,500.00			214.24
Expenditures		160,861.00	6,000.00	150,182.00			8,678.10	-
Prior Year Expenditures	121.36			121.36				-
Capital Outlay / Equipment		14,475.00		14,470.00				3.00
<b>Fire Department</b>								
Salaries		2,230,532.00	9,404.00	2,296,220.01	58,300.00		813.16	6.99
Expenditures		150,741.00		140,769.91				157.93
Prior Year Expenditures	7,072.48			7,072.48				-
Capital Outlay / Equipment		23,722.00		23,723.00				-
Prior Year Capital Outlay / Equipment	1,499.00			1,499.00				-



## FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019									
Code	Encumbrance	Prior Year	Original	Supplemental	Expenditures	Transfers /	Purchase Order	Appropriation	Unspent
		Encumbrance	Appropriation	Appropriation		Closures	Encumbrance	to FY2019	Appropriation
									Balance
<b>Code Encumbrance</b>									
Salaries									
Expenditures									
Prior Year Expenditures	5,179.24		474,366.00	17,833.00	471,177.71			3,177.20	21,021.29
			46,020.00		32,072.46				11,978.34
					3,875.61				1,310.63
<b>Capital Articles</b>									
PY18 Police Department Mobile Radio Replacement		15,400.00			15,384.76	(15.24)			-
Public Safety Dispatch Logging Recorder Replacement		13,532.00			10,525.00			3,007.00	-
PY19 Police Department Mobile Radio Replacement			11,943.00		11,919.66	(23.34)			-
PY19 Police Department Portable Radio Replacement			33,800.00		33,773.30	(26.70)			-
Pire - Channel One		21,086.35			19,092.02		314.03	1,680.30	-
Pire Department Chemical Infrastructure Replacement			146,000.00				134,760.42	11,239.58	-
Emergency Medical Automatic Lucas Covid Compression Machine			34,000.00		34,000.00				-
<b>Total Public Safety</b>	63,895.43		7,600,515.00	85,020.00	7,680,804.94	79,754.72	135,074.45	20,595.34	34,805.42
<b>Public Works</b>									
<b>Department of Public Works</b>									
Salaries									
Overtime - Snow Removal			2,925,640.00	43,112.00	2,929,358.43				39,402.57
Snow Removal Expenses			136,800.00		204,295.56				(67,495.56)
Equipment / Materials			205,453.00		296,089.28		30,108.21		(120,544.49)
Prior Year Expenditures - Equipment / Materials			658,282.00	(6,000.00)	828,962.23	39,500.00	133,621.49	27,105.99	2,702.31
Utilities / Energy			501,102.00	70,000.00	56,450.48		10,297.67		17,448.00
Prior Year Utilities / Energy					326,703.87		42,397.85		0.20
Refuse / Recycling Disposal			1,166,356.00	75,000.00	26,520.70				8,031.90
Prior Year Refuse / Recycling Disposal					1,221,545.87			21,810.13	-
Water Purchase			2,031,596.00	(60,348.00)	64,163.75				-
Prior Year Water Purchase					1,639,921.18	27,040.00	357,126.28		0.54
Capital Outlay / Equipment			7,231.00		23,836.90				-
Road Resurfacing			928,000.00		7,290.56				40.44
					790,514.28		137,485.62		-
<b>Capital Articles</b>									
Main Sewer Station		8,985.00			8,985.00				-
Tree Planting Program		4,778.42			4,200.00	(578.42)			-
Water Gate Valve Exercising Program		67,180.00			67,180.00				-
PY15 Sewer Pump Station Program		67,202.37			7,170.95			60,331.42	-
PY16 Sewer Pump Station Program		37,990.00			37,990.00				-
Town & School Grounds Hardscaping Improvements		314,031.99			24,500.00			290,431.99	-
Water-Spout Backflow Prevention Program		3,318.20			3,080.52				-
Stormwater Treatment Permit Requirements		57,803.00			1,270.79	(27,689)	56,534.21		-

# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019									
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Clauses	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unspent Appropriation Balance	
Underground Fuel Tank Release & Remediation	75,200.00			20,000.00		76,700.00	46,671.00	-	
GIS Aerial Photography (Preliminary)	10,600.00			10,600.00			96,070.00	-	
Concord River Boat Landing Dock Replacement	1,912.00			454.34	(1,458.53)			-	
Athletic Field Fencing	76,500.00						76,500.00	-	
Vehicle and Equipment Replacement		277,000.00		220,204.04		42,221.60	5,383.40	-	
Town/School Recreational Grounds Rehabilitation		75,000.00		24,608.33		1,477.56	40,853.91	-	
Pump Station Communications		150,000.00					150,000.00	-	
Stormwater Treatment Plant Requirements		75,000.00		2,408.20		31,765.79	40,826.01	-	
<b>Total Public Works</b>	<b>1,137,440.97</b>	<b>9,439,279.00</b>	<b>1,00,576.00</b>	<b>9,068,594.22</b>	<b>64,273.35</b>	<b>199,856.36</b>	<b>105,791.95</b>	<b>(150,222.21)</b>	
<b>Facilities</b>									
<b>Subsites</b>									
Expenditures		512,455.00	3,770.00	408,265.94				29,968.06	
Prior Year Encumbrance	361,406.83	1,952,826.00		1,515,815.72	62,000.00	322,708.41	4,000.00	172,597.87	
Capital Outlay / Equipment		2,551.00		159,460.16		2,551.00		292,544.67	
Prior Year Capital Outlay / Equipment	2,550.00							2,550.00	
<b>Capital Articles</b>									
School-Harmon System Renewal-John Glenn MS	31,421.87						31,421.87	-	
V.A. Garage & Shift Shed Space & Use Study	22,000.00				(22,000.00)			-	
Energy Efficiency Projects	20,702.70			20,562.21	(47.70)			-	
Lane and Davis Schools - Security Measures	22,607.45			20,950.00				-	
Bedford Public Schools - Security Window Film	8,378.00			8,278.00				-	
Bedford Public Schools - Security Window Film	2,412.00			27,000.00	(24,412.00)			-	
DPW Bldg. - Video Surveillance	7,802.33			4,747.50				-	
Police and Fire Stations - Space Utilization Study	48,936.00			48,936.00				-	
Lane School - HVAC Reconditioning	2,400.00			2,400.00				-	
Lane School - Acoustic Upgrades	23,452.61			13,895.00				-	
John Glenn Middle School - Auditorium /Stage Equipment	13,895.00			6,489.84				-	
Library - Mechanical Study	6,616.52			2,720.00	(47.81)	70.87		-	
Fire Station - Auto HVAC	2,720.00			15,417.40	(670.60)			-	
Fire Station - Sewer Pumps	9,956.96			9,956.96				-	
Police Station Interior Space Modification	16,088.00			4,731.04				-	
John Glenn Middle School Classroom Renovations	8,592.99			10,678.00				-	
DPW Interior Space Modification	4,731.04			10,621.66				-	
John Glenn M.S. Emergency Standby Power Expansion	10,621.66			7,580.00				-	
Thorn Center Interior Space Modification	8,176.71				(700.75)			-	
Library Exterior Painting	700.75				(80.00)			-	
Lane School Classroom Modifications	17,664.00							-	
Bedford High School Classroom Modifications								-	



# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019									
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Clauses	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unspent Appropriation Balance	
Town Center/North Wing Exterior Painting	85,720.00			32,500.00			3,270.00	-	
Town Hall Exterior Painting	11,453.04			11,453.04	(1,327.04)			-	
Town Hall Interior Space Modifications	5,000.00			4,268.06			50,000.00	-	
Salt & Sand Shed Feasibility Study	117,196.38			115,094.00			1,214.38	-	
Security System Video Surveillance-Schools/Facilities	60,010.48						68,070.48	-	
High School Exhaust Fan Capacity - Phase 2	1,057.86			1,057.86				-	
Schools Flooring	42,113.00			42,071.87		43.13		-	
Pre Station Vehicle Exhaust System	37,713.00			15,810.74		4,840.00	32,872.00	-	
Police Station Roof Replacement	25,283.49			18,735.74		1,348.00	8,074.75	-	
Bedford Public Library Exterior Window Replacement	28,796.00			42,276.20			12,040.26	-	
High School Clock & Bell System Replacement	42,276.20			7,835.56				-	
Schools Flooring - Carpet & Base Molding Replacement	7,944.56			15,920.39	(109.00)			-	
Fire Dept Air Compressor and Piping	15,920.39							-	
Schools Interior Painting	60,000.00			10,528.94		40,213.36	80,000.00	-	
Middle School Interior Auditorium Light Replacement	61,200.00				(133.84)		10,457.70	-	
Library HVAC Study and Design	153.84				(1,284.00)			-	
Dwight & Lane Schools Gym Floor Re-Finishing	1,284.00			6,107.28			9,243.96	-	
Library Unusual Oil Tank and Boiler Removal	15,051.24			12,340.00			15,292.00	-	
Facilities Snow/Storm Removal Truck	27,632.00			7,234.52			11,845.18	-	
Spring Brook Park Asphalt-Shingled Roof Renew	18,779.71			11,952.10			11,052.10	-	
Dwight & Lane School Gym Acoustics/PA Sys Install	25,000.00			13,947.90			20,910.00	-	
Pre Station Exterior Doors Replacement	20,910.00						16,927.00	-	
Library Entrance Heaters Replacement	16,927.00			48,750.00		16,250.00	30,000.00	-	
Pre Station Copper Gutters & Downspouts Repair	75,000.00			1,480.00		71.96	19,542.02	-	
Bedford Energy Assessment and Action Plan		21,694.00		109,500.00			10,500.00	-	
Bedford Free Public Library Drift		120,000.00		8,925.00				-	
John Glenn Middle School & Bedford High School Addition Feasibility Study		8,925.00						-	
Pre Station Exterior Painting Renewal		38,925.00					38,925.00	-	
Old Town Hall Exterior Painting Renewal		43,055.00					43,055.00	-	
John Glenn Middle School Exterior Entrance Flooring Rehabilitation		51,700.00		38,049.16			13,650.84	-	
Schools Flooring - Carpeting and Base Molding Replacement		85,000.00		6,240.00			72,135.00	-	
Town Center Emergency Standby Generator		12,700.00		12,700.00				-	
Public Works Garage Exterior Painting Renewal		12,714.00			(14.00)	6,625.00		-	
Schools Interior Painting		51,706.00		25,389.82			26,316.18	-	
Infrared Radiant Heating System for Mechanic and Welding Bays		34,002.00		34,002.00				-	
Lane School Floor Scrubber Renewal		15,000.00		14,533.60			446.40	-	
Snack Shack Roof Replacement Project at Suburban Field		20,000.00		11,142.69			8,857.31	-	
Town Center Floor Scrubber Renewal		15,000.00		11,235.30		675.90	3,088.80	-	
Dwight School Handicap Improvements		366,455.00					366,455.00	-	
Schools Program Space Modifications		40,000.00		40,000.00				-	
John Glenn Middle School New Storage Area		56,804.00					56,804.00	-	
<b>Total Facilities</b>	<b>1,564,522.09</b>	<b>3,440,256.00</b>	<b>3,779.00</b>	<b>5,112,400.00</b>	<b>33,164.26</b>	<b>3,95,405.65</b>	<b>1,066,624.10</b>	<b>487,162.40</b>	
<b>Health</b>									
Board of Health									
Salaries		256,923.00	9,744.00	265,669.82			2,906.17	1,002.18	
Expenditures		40,500.00		33,940.53				3,652.50	

# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unspent Appropriation Balance
Prior Year Expenditures	1,106.91			1,106.91			2,519.35	1,422.00
Hazardous Waste		39,752.00		15,810.63				-
Prior Year Hazardous Waste Services - Animal & Pest Control	2,078.78	40,817.00		2,078.78				-
				40,817.00				-
<b>Total Health</b>	<b>3,275.69</b>	<b>398,000.00</b>	<b>9,744.00</b>	<b>359,457.49</b>			<b>5,428.52</b>	<b>5,136.68</b>
<b>Human Services</b>								
Recreation Commission								
Salaries		272,254.00	7,451.00	274,433.50			33.49	5,271.50
Expenditures		34,000.00		4,612.92				9,383.59
Prior Year Expenditures	32.99			32.99				-
Council On Aging								
Salaries		226,353.00	7,183.00	209,217.02				24,318.98
Expenditures		8,941.00		8,920.22				1.78
Minuteman Senior Services		4,000.00		4,000.00				-
Capital Outlay / Equipment		1,093.00		1,093.00				-
Prior Year Capital Outlay / Equipment	853.00			853.00				-
Youth & Family Services								
Salaries		236,665.00	8,482.00	244,932.31				214.69
Expenditures		45,000.00		46,925.82				4,074.18
Bedford Local Transit								
Salaries		62,770.00		61,306.28			4,460.49	1,472.72
Expenditures		12,369.00		7,781.57				126.94
Prior Year Expenditures	50.99			50.99				-
Capital Articles								
Expanded Local Transit Pilot Program - BLT	18,852.25			8,641.29	(500.00)		10,210.56	-
Study for Bedford Senior Needs Assessment	500.00							-

# FINANCIAL SERVICES

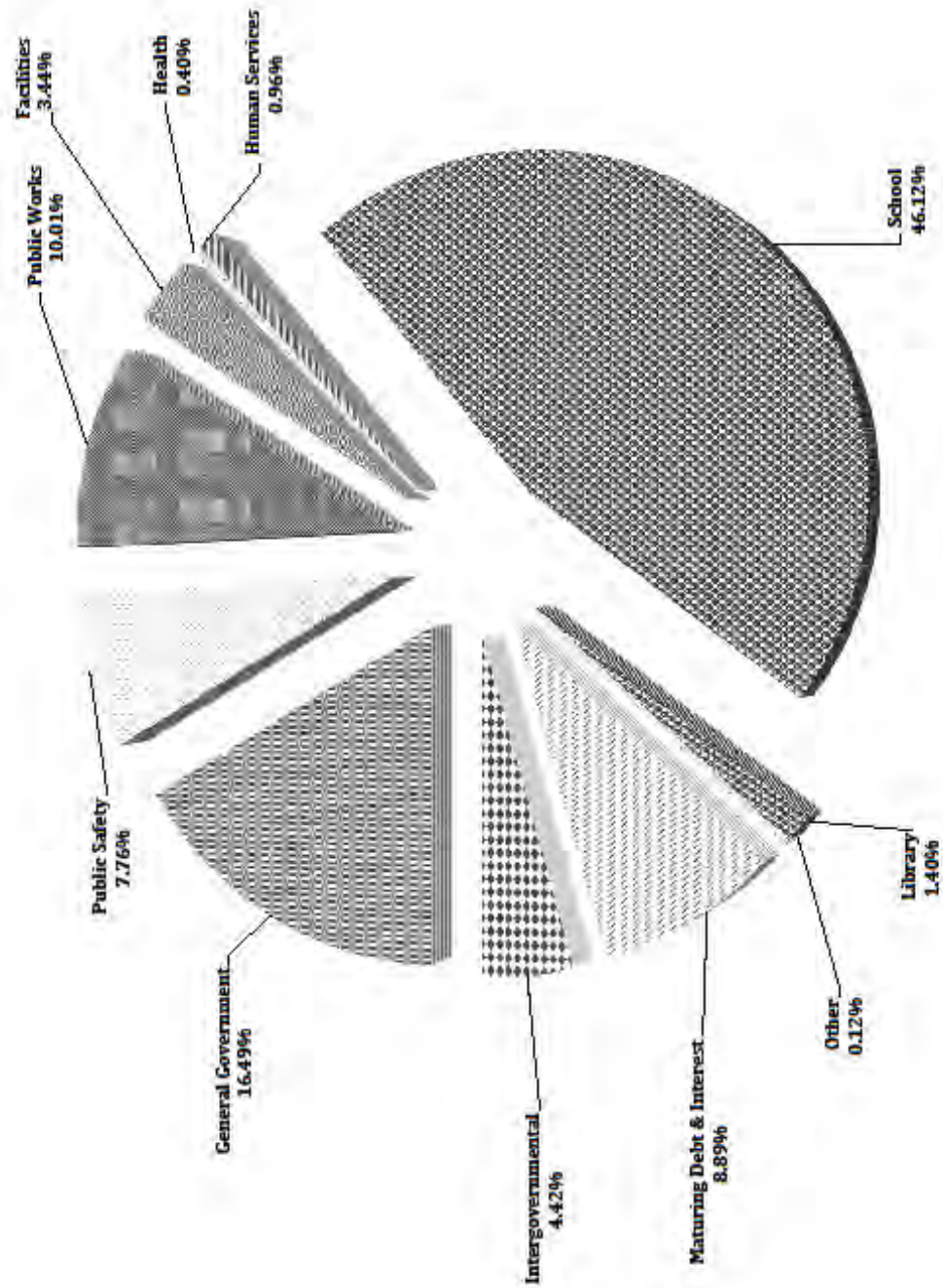
Town of Bedford Appropriation Status Report - General Fund June 30, 2019								
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriations Carry Forward to FY2020	Unspent Appropriation Balance
<b>School</b>								
School Salaries & Expenses	1,046,603.07	40,426,716.00		39,047,852.15			1,042,444.83	338,419.82
Prior Year Salaries & Expenses				1,046,603.07				-
<b>Capital Articles</b>								
Schools IT Replacement Plan	23,138.93			23,050.73			88.20	-
High School Foreign Language Lab Equip Replace	1,324.55			1,324.55				-
FY18 Schools IT Systems Annual Replacement & Renewal	56,744.90			14,537.60			42,187.38	-
FY18 School Photocopier Replacements	48,454.00			16,524.00			32,130.00	-
Bedford High School Theater Equipment		78,036.00		78,036.00			78,036.00	-
FY19 School Photocopier Replacements		32,793.00		21,224.40			11,568.60	-
Bedford High School Fitness Room Renewal		77,127.00		77,117.29	(9.71)			-
FY19 Schools IT Systems Annual Replacement & Renewal		415,900.00		260,168.88			148,731.12	-
Vocational Education		550,000.00	(50,000.00)	465,177.00				34,823.00
<b>Total School</b>	1,076,345.53	41,583,572.00	(50,000.00)	43,781,479.67	(9.71)	-	1,355,186.13	373,242.82
<b>Library</b>								
Library Salaries								
Expenditures		977,979.00	26,307.00	997,277.23				7,008.77
Prior Year Expenditures		272,956.00		264,372.71		1,405.19	4,473.59	2,694.51
Capital Outlay / Equipment	324.89	5,000.00		324.89				-
				4,999.76				0.24
<b>Total Library</b>	324.89	1,255,933.00	26,307.00	1,266,974.59		1,405.19	4,473.59	9,703.52
<b>Other</b>								
Historic Preservation								
Expenditures		1,333.00		1,256.11				76.89
Prior Year Expenditures	97.00			69.53				27.47
<b>Town Center</b>								
Salaries		46,053.00		43,511.28				2,541.72
Expenditures		59,434.00		53,307.16		5,970.86		155.98
Prior Year Expenditures	10,721.39			9,342.24				979.15
<b>Total Other</b>	10,818.39	106,820.00		107,886.33		5,970.86		3,701.21

# FINANCIAL SERVICES

Town of Bedford Appropriation Status Report - General Fund June 30, 2019									
	Prior Year Encumbrance	Original Appropriation	Supplemental Appropriation	Expenditures	Transfers / Closures	Purchase Order Encumbrance	Appropriation Carry Forward to FY2020	Unexpended Appropriation Balance	
<b>Maturing Debt &amp; Interest</b>									
Maturing Debt & Interest		5,565,690.00	(185,218.00)	5,380,472.00				(0.50)	
Maturing Debt		1,930,876.00	(69,317.00)	1,662,535.99				199,003.01	
Interest		850,000.00		805,000.00	(15,000.00)			-	
Community Preservation Act - Maturing Debt		205,207.00	(12,226.00)	200,948.83	15,000.00			(0.83)	
Community Preservation Act - Interest									
<b>Total Maturing Debt &amp; Interest</b>		<b>6,522,661.00</b>	<b>(266,774.00)</b>	<b>6,056,208.92</b>				<b>199,003.68</b>	
<b>Intersegmental</b>									
Intersegmental		3,648,757.00	(33,577.00)	3,655,176.00				2.00	
MWFA		350,344.00		350,344.00				-	
State Assistance									
<b>Total Intersegmental</b>		<b>4,029,901.00</b>	<b>(33,577.00)</b>	<b>4,005,422.00</b>				<b>2.00</b>	
<b>Appropriation Status Report Grand Total</b>	<b>5,427,376.97</b>	<b>95,387,641.00</b>	<b>(82,471.00)</b>	<b>90,593,375.50</b>	<b>(257,294.16)</b>	<b>1,503,001.99</b>	<b>3,910,541.52</b>	<b>2,575,886.90</b>	

## FINANCIAL SERVICES

### EXPENDITURES GENERAL FUND FISCAL YEAR ENDING JUNE 30, 2019





# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses Federal Grants - Period Ending 06/30/2019					
Fund 023 - Federal Grants	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Police Department</b>					
Comm-Defined Solutions-Violence Against Women-16.588	6,522.45				6,522.45
PPY17 VAWA Stop Grant-CFDA #16.588	0.00	30,000.00	30,000.00		0.00
PPY18 VAWA Stop Grant-CFDA #16.588	0.00		7,906.82		-7,906.82
PPY18 Bullet Proof Vest Partnership (BVP) Grant	0.00		971.30		-971.30
<b>Police Department Total:</b>	<b>6,522.45</b>	<b>30,000.00</b>	<b>38,878.12</b>	<b>0.00</b>	<b>-2,355.67</b>
<b>Fire Department</b>					
FEIMA-Flooding-Fire	784.89				784.89
FY18 EMFG/MEIMA PPY2017-CFDA 97.643	-3,220.00	3,220.00			0.00
FY14 Assistance to Firefighters-CFDA 97.044-AOCS codd 2015-F4-C111	300.00		300.00		0.00
<b>Fire Department Total:</b>	<b>-2,135.11</b>	<b>3,220.00</b>	<b>300.00</b>	<b>0.00</b>	<b>784.89</b>
<b>School Department</b>					
Impact Aid	898,052.19	695,280.23		-450,000.00	1,146,282.42
N.D.A.A.	82,958.22	40,298.80			123,257.02
18 Fed SPED 94-142 (240) - CFDA 84.027	-87,125.56	237,637.00	150,511.44		0.00
18 Fed Title 1A (305) - CFDA 84.010	-14,622.91	18,031.00	3,408.09		0.00
18 Fed Title 11A (140) - CFDA 84.367 - TCHR	-1,636.68	11,368.00	9,731.32		0.00
18 Fed Title IVA ESSA (309)	-1,791.00	1,791.00			0.00
19 Fed SPED 94-142 (240) - CFDA 84.027	0.00	444,101.00	503,959.36		-59,858.36
19 (262) Early Childhood SPED - CFDA 84.175	0.00	19,543.00	19,543.00		0.00
19 Fed Title 1A (305) - CFDA 84.010	0.00	35,567.00	39,856.63		-4,289.63
19 Fed Title 11A (140) - CFDA 84.367 - TCHR	0.00	23,156.00	28,997.00		-5,841.00
19 Fed Title IVA ESSA (309)	0.00	479.00			479.00
19 Fed Title III (180)	0.00	15,807.00	14,562.50		1,244.50
<b>School Department Total:</b>	<b>875,704.20</b>	<b>1,540,659.03</b>	<b>776,569.34</b>	<b>-450,000.00</b>	<b>1,201,273.95</b>
<b>Board of Health</b>					
FY18 Public Health Emergency Preparedness - CFDA 93.074	1,107.59		1,107.59		0.00
FY19 Public Health Emergency Preparedness - CFDA 93.074	0.00	4,080.00	2,719.11		1,360.89
<b>Board of Health Total:</b>	<b>1,107.59</b>	<b>4,080.00</b>	<b>3,826.70</b>	<b>0.00</b>	<b>1,360.89</b>
<b>Bedford Local Transit</b>					
Sec 5310: Balanced Mobility SEN/IND Disabilities	61,948.91	27,277.78	88,849.65		376.96
<b>Bedford Local Transit Total:</b>	<b>61,948.91</b>	<b>27,277.78</b>	<b>88,849.65</b>	<b>0.00</b>	<b>376.96</b>
<b>Federal Grants Total:</b>	<b>943,228.10</b>	<b>1,610,636.73</b>	<b>902,423.81</b>	<b>-450,000.00</b>	<b>1,201,441.82</b>



# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses State Grants - Period Ending 06/30/2019					
Fund 024 - State Grants	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Selectmen / Town Manager</b>					
HDD-Rag Best Practice-Rag Transport Plan/Middlesex 3	21,587.52				21,587.52
MA Historic Preservation Comm.	319.23				319.23
Cultural Council - Arts Lottery	1,981.73	5,024.50	2,188.35		4,819.88
Commonwealth Transportation Infrastructure Fund	3,311.70	5,094.70	3,000.00		5,406.40
<b>Selectmen / Town Manager Total:</b>	<b>27,200.18</b>	<b>10,119.20</b>	<b>5,188.35</b>	<b>0.00</b>	<b>32,132.03</b>
<b>Finance Department</b>					
Community Compact Grant	0.00	37,700.00			37,700.00
MHA Risk Management Grant	0.00		5,235.00		-5,235.00
<b>Finance Department Total:</b>	<b>0.00</b>	<b>37,700.00</b>	<b>5,235.00</b>	<b>0.00</b>	<b>32,465.00</b>
<b>Town Clerk</b>					
Primaries and Elections	8,471.44	3,514.00	303.88		11,682.56
<b>Town Clerk Total:</b>	<b>8,471.44</b>	<b>3,514.00</b>	<b>303.88</b>	<b>0.00</b>	<b>11,682.56</b>
<b>Police Department</b>					
School Resource Officer	0.00	20,000.00	20,000.00		0.00
FY18 State 911 Support/Incentive Grant-Police	-1,541.60	1,353.44	-108.16		0.00
FY19 State 911 Support/Incentive Grant-Police	0.00	43,056.50	47,974.99		-4,918.49
FY18 State 911 DFT Training/Regulat/Compliance-Police	-4,198.09	6,313.40			2,115.39
FY19 State 911 DFT Training/Regulat/Compliance-Police	0.00	3,013.11	4,499.25		-1,486.14
FY16 DMH Jail Diversion Program-Police	0.00	11,219.17			11,219.17
FY19 DMH Jail Diversion Program-Police	0.00	22,438.36	22,438.36		0.00
MCC Campus Safety Officer-Police	44,972.97	100,665.85	80,863.10		64,775.62
Animal Control Officer (with Lexington)	-900.40	58,090.26	53,775.76		3,414.02
<b>Police Department Total:</b>	<b>38,332.80</b>	<b>266,158.17</b>	<b>229,363.40</b>	<b>0.00</b>	<b>75,119.57</b>
<b>Fire Department</b>					
S.A.F.E. Grant - Fire	2,155.57	6,154.00	4,043.90		4,265.67
Middlesex Turnpike Phase 3 - Utility Force Account - Relocation of Facilities	0.00	2,401.40	2,122.38		279.02
<b>Fire Department Total:</b>	<b>2,155.57</b>	<b>8,555.40</b>	<b>6,166.28</b>	<b>0.00</b>	<b>4,544.69</b>
<b>Code Enforcement</b>					
MassPort Summer Jobs Program/Conservation/Code	2,563.45	6,125.00	6,327.64		2,360.81
<b>Code Enforcement Total:</b>	<b>2,563.45</b>	<b>6,125.00</b>	<b>6,327.64</b>	<b>0.00</b>	<b>2,360.81</b>
<b>School Department</b>					
Supplemental Hancock Impact Aid-State	366,863.33	515,730.00	411,091.04		471,501.49
Substitute Teacher Reimburs	3,270.00	105.00			3,375.00
BREA/Bedford Education Foundation	312.60	32,349.08	32,041.51		620.17
School Circuit Breaker	927,000.00	1,213,602.00	1,980,602.00		169,000.00
Cooperative Svc Plan (115) Inscr IFAD Grant	2,300.00				2,300.00
18 MITCO (317)	-108,468.25	170,106.00	61,637.65		0.00
19 MITCO (317)	0.00	530,292.00	623,134.01		-72,842.01
Emergency Impact Aid - Katrina/Rita	0.00	1,564.96			1,564.96
<b>School Department Total:</b>	<b>1,191,277.58</b>	<b>2,463,749.04</b>	<b>3,168,507.01</b>	<b>0.00</b>	<b>546,519.61</b>
<b>Facilities Department</b>					
Green Communities Competitive Grant	0.00	212,995.00	212,994.41		0.59
<b>Facilities Department Total:</b>	<b>0.00</b>	<b>212,995.00</b>	<b>212,994.41</b>	<b>0.00</b>	<b>0.59</b>

# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses State Grants - Period Ending 06/30/2019					
Fund 024 - State Grants	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Department of Public Works</b>					
Chapter 90 - Mass DOT	-92,134.78	854,645.57	920,237.41		-157,726.62
Mass DEP-DPW Mass Asset Mgmt	1,728.90	98,624.25	94,216.25		6,136.90
MA DEP-RDP Grants-DPW-Recycling	76.85	9,600.00	2,296.87		7,379.98
Site Improv - Crosby Wireless Carrier Relocation	42,240.67		34,912.69		7,327.98
MIDMA Emergency Management - March 2018 Storm	0.00	26,090.27			26,090.27
<b>Department of Public Works Total:</b>	<b>-48,088.36</b>	<b>988,960.09</b>	<b>1,051,463.22</b>	<b>0.00</b>	<b>-110,791.49</b>
<b>Board of Health</b>					
Smoking Cessation	3,710.47				3,710.47
MA Assoc Health Boards Grant	360.94				360.94
Hoarding Case Management-CHNA15	1,030.00				1,030.00
<b>Board of Health Total:</b>	<b>5,101.41</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>5,101.41</b>
<b>Council on Aging</b>					
COA-Formula Grant	0.00	39,516.00	39,516.00		0.00
COA-Program Grant	177.29				177.29
CHNA15 - Falls Prevention	12,278.02	12,559.58	24,929.44		906.16
COA-Corporate Grants	500.00				500.00
<b>Council on Aging Total:</b>	<b>12,955.31</b>	<b>52,075.58</b>	<b>64,445.44</b>	<b>0.00</b>	<b>1,585.45</b>
<b>Youth &amp; Family Services</b>					
YFS-Friday's Free	2,168.83		500.00		1,668.83
YFS-Peer Mentor Grant	3,504.54				3,504.54
YFS-FY15/16-CHNA15-Mental Health First Aid-School/Training	300.00				300.00
CHNA15-Jan Seniors Award - Healthy Communities Initiative	1,000.00				1,000.00
Back for Health Safety Grant	18,162.80		18,162.80		0.00
CHNA15 Bike Safety Training	0.00	2,000.00	2,000.00		0.00
<b>Youth &amp; Family Services Total:</b>	<b>25,136.17</b>	<b>2,000.00</b>	<b>20,662.80</b>	<b>0.00</b>	<b>6,473.37</b>
<b>Bedford Public Library</b>					
Incentive/Equalization	35,614.27	12,875.57	10,946.95		37,542.89
Non-Resident Circulation	10,845.41	9,299.80	7,516.68		12,628.53
LSTA: Mind in the Making Grant	0.00	9,047.00	9,537.07		409.93
<b>Bedford Public Library Total:</b>	<b>46,459.68</b>	<b>32,122.37</b>	<b>28,000.70</b>	<b>0.00</b>	<b>50,581.35</b>
<b>State Grants Total:</b>	<b>1,311,565.13</b>	<b>4,085,065.85</b>	<b>4,738,854.13</b>	<b>0.00</b>	<b>1,652,776.85</b>

# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses Gifts - Period Ending 06/30/2019					
Fund 025 - Gifts	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Selectmen / Town Manager</b>					
Veterans Memorial Park Improvements-Friends of Vets Main Pl	1,377.75				1,377.75
Cultural Council Gift	1,154.00				1,154.00
Bedford Community Playground-DPW	1,523.92				1,523.92
Stairwalk Construction-DPW	5,750.00				5,750.00
Traffic Mitigation Fee-10 Middlesex Tpk/Prev Parking Permit Rd	8,700.00				8,700.00
Telecom/Technical Assistance	6,833.88				6,833.88
Heritage Middlesex Turnpike	10,815.00				10,815.00
Criteria Municipal Svcs Study	10,000.00				10,000.00
Land Acquisition-W.Bedford/Concord Rd	2,553.33				2,553.33
Public Ceremonies	26,863.19		202.15		26,661.04
<b>Selectmen / Town Manager Total:</b>	<b>75,571.07</b>	<b>0.00</b>	<b>202.15</b>	<b>0.00</b>	<b>75,368.92</b>
<b>Conservation Commission</b>					
Conservation-Jordan Gardens	1,280.36	818.80	566.00		1,524.36
<b>Conservation Commission Total:</b>	<b>1,280.36</b>	<b>818.80</b>	<b>566.00</b>	<b>0.00</b>	<b>1,524.36</b>
<b>Planning Board</b>					
Planning-Criteria	73,050.20		47.25		73,050.95
Planning-Criteria-Economic Development	5,000.00				5,000.00
<b>Planning Board Total:</b>	<b>78,050.20</b>	<b>0.00</b>	<b>47.25</b>	<b>0.00</b>	<b>78,050.95</b>
<b>Police Department</b>					
Contrib & Devotion Gas Buyback Program	450.00		150.00		300.00
Police Contribution	2,479.78	1,011.84	948.50		2,543.10
<b>Police Department Total:</b>	<b>2,929.78</b>	<b>1,011.84</b>	<b>1,098.50</b>	<b>0.00</b>	<b>2,843.10</b>
<b>Fire Department</b>					
GIS-Police/Fire	277.73				277.73
GIS-Fire Dept	720.00	835.00			1,555.00
CPR Course	566.44	826.00	828.07		564.37
<b>Fire Department Total:</b>	<b>1,564.17</b>	<b>1,661.00</b>	<b>828.07</b>	<b>0.00</b>	<b>2,397.10</b>
<b>School Department</b>					
SEIAC Gift - Special Education Parents' Assoc	450.00				450.00
SPED "Katie's Voice" Music Gift Account	90.69				57.36
METCO Transportation-MBTA Bus Pass-Parents' Part	16,437.00	3,361.00	33.33		19,794.67
Bedford Hockey	111.33				111.33
Schools General Gift	1,825.00	75.00			1,900.00
High School General Gift	9,034.10	3,396.94	8,658.04		4,573.02
Middle School General Gift	11,060.41	3,065.00	4,841.06		9,284.35
Job Lane School General Gift	20,598.78	1,245.00	18,050.00		3,843.78
Davis School General Gift	1,969.67	6,444.75	6,088.45		2,465.97
METCO General Gift	1,744.00		388.00		1,356.00
Educational Scholarships	15,000.00				15,000.00
Thomas Nolan Make My Day Gift	1,447.06				1,447.06
FBHS Fallen Soldiers Gift	9,171.86				9,171.86
POMS Gift-Patrons of Music Students	851.30				851.30
<b>School Department Total:</b>	<b>90,591.80</b>	<b>17,587.71</b>	<b>37,928.88</b>	<b>0.00</b>	<b>70,250.63</b>

# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses Gifts - Period Ending 06/30/2019					
Fund 025 - Gifts	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Facilities Department</b>					
Gift - General	0.00	775.00	775.00		0.00
<b>Facilities Department Total:</b>	<b>0.00</b>	<b>775.00</b>	<b>775.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Department of Public Works</b>					
Gift/General	5,667.72	2,568.42	2,685.00		5,551.14
C. Midgett Memorial	755.00				755.00
Ball Field Improvement	732.51				732.51
Town Common	1,538.47				1,538.47
Babe Ruth Athletics	262.00				262.00
DPW Curbing Restoration Fund	7,379.49				7,379.49
54 Middlesex Tpk Entrance Consult Services	14,620.00				14,620.00
Bedford Sewer Flow Impact	36,260.62		7,345.56		28,915.06
Ralph Hammond Gift	1,000.00				1,000.00
Great Road Traffic Signalization	25,000.00				25,000.00
DPW Trail Guides Gift Account	567.31	730.00			1,297.31
Penners Market Memorial Bench	1,300.00				1,300.00
Paul King Memorial	200.00				200.00
<b>Department of Public Works Total:</b>	<b>95,283.12</b>	<b>3,298.42</b>	<b>10,430.56</b>	<b>0.00</b>	<b>88,150.98</b>
<b>Board of Health</b>					
Recessitant DNA	10,000.00				10,000.00
General	2,007.25				2,007.25
<b>Board of Health Total:</b>	<b>12,007.25</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,007.25</b>
<b>Council on Aging</b>					
COA-Community Gardening Project	1,255.61				1,255.61
COA-Jacob Wren Throckmorton Memorial Gift	803.00	1,669.00	1,679.52		872.48
COA-Senior Programs Financial Aid Fund	1,266.00				1,266.00
COA-Gift General	2,691.23	2,697.00	1,239.40		4,148.83
COA-Gift Transportation	12,490.00	21,000.00	16,485.00		17,005.00
COA-Emergency Fund	7,789.41	1,000.00	1,016.90		7,772.51
COA-CWF Safe at Home Gift-Carlton Wilford V	669.00				669.00
<b>Council on Aging Total:</b>	<b>27,044.25</b>	<b>26,366.00</b>	<b>28,420.82</b>	<b>0.00</b>	<b>32,989.43</b>
<b>Youth &amp; Family</b>					
YFS-Housing Task Force-Homeless-Gift	949.50				949.50
YFS-Violence Prevention Coalition	515.18				515.18
YFS-Progress Gift (Child / Needy)	18,495.32	1,450.00	800.00		19,145.32
<b>Youth &amp; Family Total:</b>	<b>19,960.00</b>	<b>1,450.00</b>	<b>800.00</b>	<b>0.00</b>	<b>20,610.00</b>
<b>Bedford Public Library</b>					
General	9,433.78	8,011.07	8,284.35		9,160.50
Prabha Sridharan Ramaswamy Memorial Fund	3,348.00	1,100.00	411.01		4,036.99
Daniel Nickerson	7,865.02	1,000.00	886.05		7,978.97
Andy Zuckerman Memorial Collection	11,215.09		1,650.99		9,564.10
Pat Watson Gift Fund	4,596.73		2,538.16		2,058.57
Boston Foundation - Large Print Materials	8,053.47	10,261.48	7,967.77		10,347.18
<b>Bedford Public Library Total:</b>	<b>44,512.99</b>	<b>20,372.55</b>	<b>21,738.33</b>	<b>0.00</b>	<b>43,146.31</b>

## FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses Gifts - Period Ending 06/30/2019					
Fund 025 - Gifts	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
Library Corporation					
McDonald's Publication	458.37	166.02			618.37
Library Corporation Total:	458.37	166.02	0.00	0.00	618.37
Recreation					
Recreation-Barbara Davis Campship	1,085.00				1,085.00
Recreation Total:	1,085.00	0.00	0.00	0.00	1,085.00
Gifts Total:	458,385.44	73,492.52	94,833.56	0.00	429,042.60

Town of Bedford Special Revenue & Expenses School Lunch Revolving - Period Ending 06/30/2019					
Fund 022 - School Lunch Revolving	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
FY14 School Lunch Program	56,316.09			-56,316.09	0.00
FY15 School Lunch Program	50,300.71			-50,300.71	0.00
FY16 School Lunch Program	13,532.32			-13,532.32	0.00
FY17 School Lunch Program	60,895.69			-60,895.69	0.00
FY18 School Lunch Program	34,639.00	16,296.05	3,850.49	-31,528.60	15,556.76
FY19 School Lunch Program	0.00	664,028.23	653,436.91	213,074.21	223,665.53
School Lunch Revolving Total:	216,185.41	680,324.28	657,287.40	0.00	239,222.29



# FINANCIAL SERVICES

Town of Bedford Special Revenue & Expenses Revolving & Reserved - Period Ending 06/30/2019					
Fund 027 - Revolving & Reserved	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Selectmen / Town Manager</b>					
Depot Park Revolving-Ch44 53E 1/2	41,174.78	44,965.29	31,603.64		54,538.23
Cable Television Revolving-Concert Cable-related Equip/Facilities-Ch44 53E 1/2	1,380.00		200.00		1,380.00
<b>Selectmen / Town Manager Totals:</b>	<b>42,554.78</b>	<b>44,965.29</b>	<b>33,803.64</b>	<b>0.00</b>	<b>55,918.23</b>
<b>Finance Department</b>					
Fees/Inns/Plaza Restrictions	10,741.86				10,741.86
Ins/Rest Revolving - \$150K & Under - CH 44/53(2)	150.00				150.00
<b>Finance Department Totals:</b>	<b>10,891.86</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>10,891.86</b>
<b>Conservation Commission</b>					
Conservation By-Law Consulting	3,728.03				3,728.03
Conservation/WPA Consulting	5,118.22	39.34			5,157.56
Conservation/Wetlands	52,207.97	7,847.50	2,078.08		57,777.39
<b>Conservation Commission Totals:</b>	<b>61,053.22</b>	<b>7,886.84</b>	<b>2,078.08</b>	<b>0.00</b>	<b>66,640.98</b>
<b>Police Department</b>					
Gas Permits-Commonwealth's Fee	3,362.50	8,712.50	9,612.50		2,462.50
Special Injury Laws Indemnity Fund	0.00	54,000.00	54,000.00		0.00
Ins/Rest Revolving - \$150K & Under - CH44/53(2)	122.65				122.65
IRS Revolving-Police Detail	-142,374.47	736,048.42	820,497.00		-226,823.05
Police O.T. Reimbursement	2,376.26	17,226.80	17,340.90		2,262.16
Liquor IDs	804.36	1,155.00	670.00		1,219.36
<b>Police Department Totals:</b>	<b>-135,678.79</b>	<b>817,142.72</b>	<b>902,120.40</b>	<b>0.00</b>	<b>-228,656.38</b>
<b>Fire Department</b>					
Special Injury Laws Indemnity Fund	0.00	22,000.00	22,000.00		0.00
Insurance/Restrictions Revolving - \$150K and Under-11/7/36	932.99	7,893.82	4,857.82		3,968.99
IRS Revolving-Fire Detail	14,487.74	128,333.00	127,143.00		15,657.74
IRS Revolving-Detail Revolving/Bus Mat Events	4,635.59	22,534.33	18,406.22		8,763.70
<b>Fire Department Totals:</b>	<b>20,056.32</b>	<b>180,761.15</b>	<b>172,627.04</b>	<b>0.00</b>	<b>28,790.43</b>
<b>School Department</b>					
BPS-Summer School Online	0.00	3,250.00	3,250.00		0.00
Athletic Revolving	30,117.56	21,912.25	16,000.00		36,029.81
Lost Books CH 88	12,209.31	1,959.84			14,169.15
School Rental-Adult/Continuing Ed (MG 71/71B)	87,972.54	103,439.44	101,050.33		90,361.65
Vandalism	309.49				309.49
Meals Tax	27.71	421.97	459.98		-10.30
Insurance/Restrictions Revolving - \$150K and Under-11/7/36	31,514.24	51,501.57	106,104.15	4,399.75	-20,693.59
Insurance/Restrictions Revolving - iPad Repair Student Portion	0.00	7,990.04	3,590.29	-4,399.75	0.00
E-Race Reimb.	429.46	4,224.00			4,653.46
Recycling Product Refunds	957.31				957.31
High School Nursery Program	95,631.23	97,643.19	84,604.38		108,665.04
<b>School Department Totals:</b>	<b>258,168.85</b>	<b>292,342.30</b>	<b>317,069.13</b>	<b>0.00</b>	<b>234,442.62</b>
<b>Facilities Department</b>					
Energy Revolving Pd/Utility Incentives-Ch44 53E 1/2	32,518.31	17,249.84	11,204.00		38,564.15
Ins/Rest Revolving-\$150K & Under-CH44/53(2)	0.00	3,125.07	3,125.07		0.00
Old Town Hall/Town Center Pkct Revolving Fund-Ch44 53E 1/2	97,681.05	146,747.61	160,385.15		84,043.51
<b>Facilities Department Totals:</b>	<b>130,199.36</b>	<b>167,122.52</b>	<b>174,714.22</b>	<b>0.00</b>	<b>122,607.66</b>



Town of Bedford Special Revenue & Expenses Revolving & Reserved - Period Ending 06/30/2019					
Fund 027 - Revolving & Reserved	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Department of Public Works</b>					
Refuse Collection/Recyc-Container Sales-Ch44 53E 1/2	35,181.00	22,966.05	21,740.58		36,406.47
Refuse Collection/Recyc-Bags Sales-Ch44 53E 1/2	41,709.71	24,100.00	27,934.57		42,955.14
Refuse Coll/Recyc-Compost/recyc bins, mini barrels, other-Ch44 53E 1/2	7,261.85	2,657.00	8,056.27		1,862.58
Insurance/Restriction Revolving - \$150K and Under-11/7/16	55,130.93	17,627.87	20,215.09		52,543.71
<b>Department of Public Works Total:</b>	<b>138,363.49</b>	<b>72,350.92</b>	<b>77,946.51</b>	<b>0.00</b>	<b>133,767.90</b>
<b>Board of Health</b>					
Public Health Program-Vac/Scr/Tet, etc-Ch44 53E 1/2	48,249.26	32,002.24	30,837.76		49,413.74
<b>Board of Health Total:</b>	<b>48,249.26</b>	<b>32,002.24</b>	<b>30,837.76</b>	<b>0.00</b>	<b>49,413.74</b>
<b>Bedford Public Library</b>					
IRS Revolving	904.90	875.00	250.00		1,529.90
Library Revolving-Ch44 53E 1/2	17,676.04	6,738.46	9,257.64		15,156.86
<b>Bedford Public Library Total:</b>	<b>18,580.94</b>	<b>7,613.46</b>	<b>9,507.64</b>	<b>0.00</b>	<b>16,689.76</b>
<b>Recreation Department</b>					
Recreation Revolving	654,137.59	948,187.45	848,281.65		754,043.39
Recreation Revolving Day Camp	85,117.25	460,794.03	383,591.25		162,320.03
Recreation Revolving Teen Center/After School program	5,128.79	2,590.00	1,825.00		5,893.79
Recreation Revolving Day Care	338,011.71	1,402,293.21	1,032,973.77		707,331.15
Recreation Revolving Springs Brook	-491,816.51	178,245.24	127,428.90		-403,000.17
Recreation Revolving COA	9,361.25	51,878.50	51,020.25		7,219.50
Athletic Fields Revolving	117,509.25	44,573.25		-24,000.00	138,082.50
<b>Recreation Department Total:</b>	<b>717,451.23</b>	<b>3,050,361.68</b>	<b>2,440,920.82</b>	<b>-24,000.00</b>	<b>3,295,892.19</b>
<b>Revolving &amp; Reserved Total:</b>	<b>1,312,091.71</b>	<b>4,674,545.12</b>	<b>4,169,485.44</b>	<b>-24,000.00</b>	<b>3,793,155.39</b>

## FINANCIAL SERVICES

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# FINANCIAL SERVICES

Towns of Bedford Trust & Agency Fund Detail Period Ending 06/30/2019						
Non-Expendable Trust Funds	Non-Expendable Principal Balance	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Selectman / Town Manager:</b>						
Founders & Patriots	500.00	7,361.72	404.04			7,365.76
Barnett House	25,117.00	87,494.82	4,902.26			92,296.22
<b>Selectman / Town Manager Totals</b>	<b>35,617.00</b>	<b>94,857.74</b>	<b>5,286.34</b>	<b>0.00</b>	<b>0.00</b>	<b>100,044.00</b>
<b>School Department</b>						
Harriet M. Mudge	14,639.00	206,305.67	11,451.29	6,934.90		211,826.95
<b>School Department Totals</b>	<b>14,639.00</b>	<b>206,305.67</b>	<b>11,451.29</b>	<b>6,934.90</b>	<b>0.00</b>	<b>211,826.95</b>
<b>Department of Public Works</b>						
George & Clara Hines-Cemetery	200.00	272.32	14.96			287.28
Libben Dalton Memorial-Cemetery	85.00	127.42	7.01			134.43
Rhoda J. Phelps-Cemetery	1,000.00	12,552.45	680.93			13,341.29
<b>Department of Public Works Totals</b>	<b>1,285.00</b>	<b>12,952.39</b>	<b>714.92</b>	<b>0.00</b>	<b>0.00</b>	<b>13,667.31</b>
<b>Bedford Public Library</b>						
George & Clara Hines	2,000.00	10,809.67	542.49			11,351.15
Edwin Roscoe	4,251.00	32,972.12	1,654.66			34,626.99
Senah Hartwell Bryant	25.00	1,458.96	73.23			1,532.19
Kirena Carr	700.00	6,714.80	235.87	28.90		7,021.87
Lawrence Braverman	285.00	1,594.76	60.84			1,654.80
Phyllis S. Cullen	700.00	71,899.70	3,615.61	1,674.76		75,196.63
Susan Gault	500.00	3,282.73	164.76			3,447.49
Jeremiah Pith	3,000.00	22,551.29	1,121.00			23,672.29
Wallace Gleason Webster	1,000.00	5,825.17	297.26			6,122.43
Franklin S. Lane	500.00	3,797.42	166.07			3,963.49
Lawrence	100.00	1,594.96	78.24			1,673.20
E. G. Leonard	1,000.00	2,521.30	126.56			2,647.86
William J. Miles	5,000.00	155,747.37	7,016.90			162,564.25
Patricia Wood Prescott	22,827.00	204,869.99	15,904.45	10,730.74		218,123.70
James Salkoway	150.00	1,359.49	60.19			1,420.48
Maryann Smith	15,000.00	24,880.27	1,249.73			26,129.99
<b>Bedford Public Library Totals</b>	<b>58,336.00</b>	<b>672,907.12</b>	<b>33,484.55</b>	<b>12,199.40</b>	<b>0.00</b>	<b>694,114.30</b>
<b>Recreation Department</b>						
Goodwin Charity (Race Campship)	2,499.00	94,909.76	4,282.84	22,946.92		76,323.65
<b>Recreation Department Totals</b>	<b>2,499.00</b>	<b>94,909.76</b>	<b>4,282.84</b>	<b>22,946.92</b>	<b>0.00</b>	<b>76,323.65</b>
<b>Non-Expendable Trust Funds Totals</b>	<b>112,478.00</b>	<b>1,084,092.71</b>	<b>53,057.90</b>	<b>45,146.32</b>	<b>0.00</b>	<b>1,095,092.39</b>

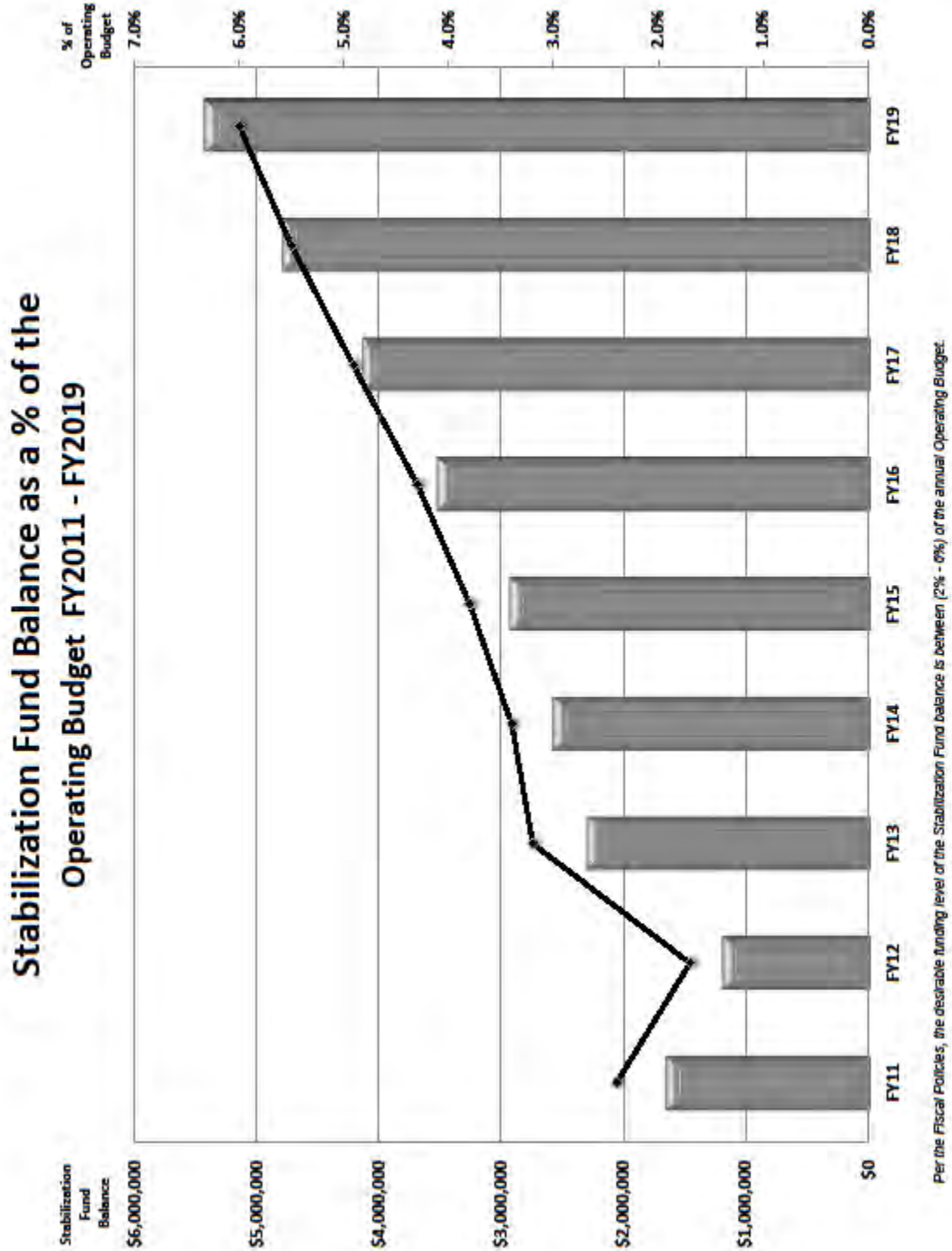
# FINANCIAL SERVICES

Town of Bedford Trust & Agency Fund Detail Period Ending 06/30/2019					
Expendable Trust Funds	Balance 07/01/2018	Revenue	Expenditures	Transfer	Balance 06/30/2019
<b>Selectmen / Town Manager</b>					
Hudson Area Traffic	1,610.98	38.41			1,649.39
Bedford Music: Alfred Housing Trust	235,142.53	2,432.58	4,589.26		232,986.41
SMADTT-Candle Daydown	128,766.96				128,766.96
SMADTT-Village/Bedford Woods Foundation	175,446.00				175,446.00
					0.00
					0.00
<b>Selectmen / Town Manager Totals</b>	<b>540,966.44</b>	<b>2,532.26</b>	<b>4,589.26</b>	<b>0.00</b>	<b>538,904.78</b>
<b>Finance Department</b>					
Daniel Chaine Trust Fund	237,199.92	458,176.50	607,462.11		232,964.21
Seniors At Home Fund	2,350.00	128.99			2,478.99
Stabilization Fund	4,892,163.24	280,455.53		350,000.00	5,422,618.87
Road Premium Stabilization Fund	286,801.47	15,229.69		-85,288.00	296,743.16
Health Claims Trust Fund	0.00				0.00
OVER Post Empl Benefits/Liab Trust	8,034,800.54			714,779.00	8,749,589.54
Pension Fund	1,943,799.10	50,470.76		-66,890.00	1,928,269.86
Sick Leave Pay Back Compensation	452,130.58		115,205.78	25,890.00	361,794.81
					0.00
<b>Finance Department Totals</b>	<b>15,049,242.84</b>	<b>884,661.47</b>	<b>877,797.89</b>	<b>858,491.00</b>	<b>14,136,597.54</b>
<b>Police Department</b>					
Law Enforcement Trust-State	607.07	1,890.00	785.11		791.96
Law Enforcement TSA	2,941,704.01	234,512.46	416,457.38		2,791,751.97
Treasury-Law Enforcement Trust	44,925.31	2,147.53	8,558.89		38,513.85
					0.00
<b>Police Department Totals</b>	<b>3,027,836.99</b>	<b>239,666.19</b>	<b>425,721.38</b>	<b>0.00</b>	<b>2,802,971.99</b>
<b>Conservation Commission</b>					
Conservation Fund	52,402.47	2,917.18	384.76		55,925.69
					0.00
<b>Conservation Commission Totals</b>	<b>52,402.47</b>	<b>2,917.18</b>	<b>384.76</b>	<b>0.00</b>	<b>58,935.29</b>
<b>Department of Public Works</b>					
Shawheen Cemetery Chapel	21,640.55	1,187.76			22,808.31
Salvage of Litter	794,424.99	62,272.87	51,051.27		809,048.59
Cemetery Improvements	154,242.36	21,242.19	5,033.79		170,248.76
Industrial Area Sewer	13,195.15	722.70			13,968.85
					0.00
<b>Department of Public Works Totals</b>	<b>983,494.94</b>	<b>85,325.52</b>	<b>56,375.84</b>	<b>0.00</b>	<b>1,012,046.42</b>
<b>School Department</b>					
Ellen A. Foytson	27,454.22	1,596.97			29,051.19
High School Scholarships	100.00	5.54			105.54
Morton E. West Scholarship	13,868.36	596.53			14,464.89
					0.00
<b>School Department Totals</b>	<b>30,422.41</b>	<b>2,199.04</b>	<b>0.00</b>	<b>0.00</b>	<b>32,621.45</b>
<b>Bedford Public Library</b>					
William C. Britton	4,942.38	240.85			5,183.23
General Fund	9,477.12	534.15	2,538.12	-2,956.19	6,515.96
A.S. Brown-Register	1,494.01	116.22			1,610.23
Neil Sefton-Spaulding	1,736.73	87.15			1,823.88
Timothy J. Sweet	1,605.74	80.57			1,686.31
Charles S. Hume Fund	83,600.00	3,274.43	59,079.69	2,956.19	27,794.74
Stodoley Trust	0.00	49,375.64			49,375.64
					0.00
<b>Bedford Public Library Totals</b>	<b>91,855.96</b>	<b>53,716.21</b>	<b>61,618.81</b>	<b>0.00</b>	<b>93,983.39</b>
<b>Expendable Trust Funds Totals</b>	<b>19,795,825.19</b>	<b>1,173,112.99</b>	<b>1,326,495.83</b>	<b>858,491.00</b>	<b>18,791,546.10</b>

# FINANCIAL SERVICES

Town of Bedford Trust & Agency Fund Detail Period Ending 06/30/2019					
Agency Performance Bonds	Balance 07/01/2018	Revenue	Expenditures	Transfers	Balance 06/30/2019
<b>Conservation Commission</b>					
R Minorsman Drive-Richard Bragline	6,700.00				6,700.00
56 Townsend Ave-Melanson Dev. Group	1,800.00				1,800.00
158A, 159-162 South Rd-Maskey Dev. Corp	4,600.00		2,000.00		2,600.00
175 South Rd-Peter T. Salas	2,000.00				2,000.00
13 Roundvale Dr-CHC Realty Trust C.K. Gracie	2,000.00				2,000.00
7 Alaska Ave-Springs Rd Dev. David Bernatini	4,000.00				4,000.00
Bedford Middlesex School - O Alfred Circle	1,000.00				1,000.00
WTE Corporation - 7 Alfred Circle	1,000.00				1,000.00
15 McMillan Road - Greg Gardner - Gardner Contracting, LLC	1,700.00	1,700.00	1,700.00		1,700.00
Pine Hill Rd, Michelson Ln, & Lewis Rd - Francis Twomey - Pine Hill Contracting, LLC	0.00	9,500.00			9,500.00
<b>Conservation Commission Totals</b>	<b>25,000.00</b>	<b>11,200.00</b>	<b>3,700.00</b>	<b>0.00</b>	<b>32,500.00</b>
<b>Planning Board</b>					
Selfridge Road Extension	13,219.42				13,219.42
Gregory Drive - Sandstone Colonial Inns	2,000.00		2,000.00		0.00
Providence Estate LLC	62,600.00				62,600.00
Page Hill Rd-Rail-Shaughel Investments	232,000.00				232,000.00
Springs Road Development Road	0.00	61,918.99	0,000.00		73,918.99
Springs Road Development Road for 26-40 Bunkley Rd	0.00	61,912.37			61,912.37
<b>Planning Board Totals</b>	<b>361,819.42</b>	<b>142,932.26</b>	<b>10,000.00</b>	<b>0.00</b>	<b>494,651.68</b>
<b>Agency Performance Bonds Totals</b>	<b>386,719.42</b>	<b>154,132.26</b>	<b>13,700.00</b>	<b>0.00</b>	<b>528,151.68</b>

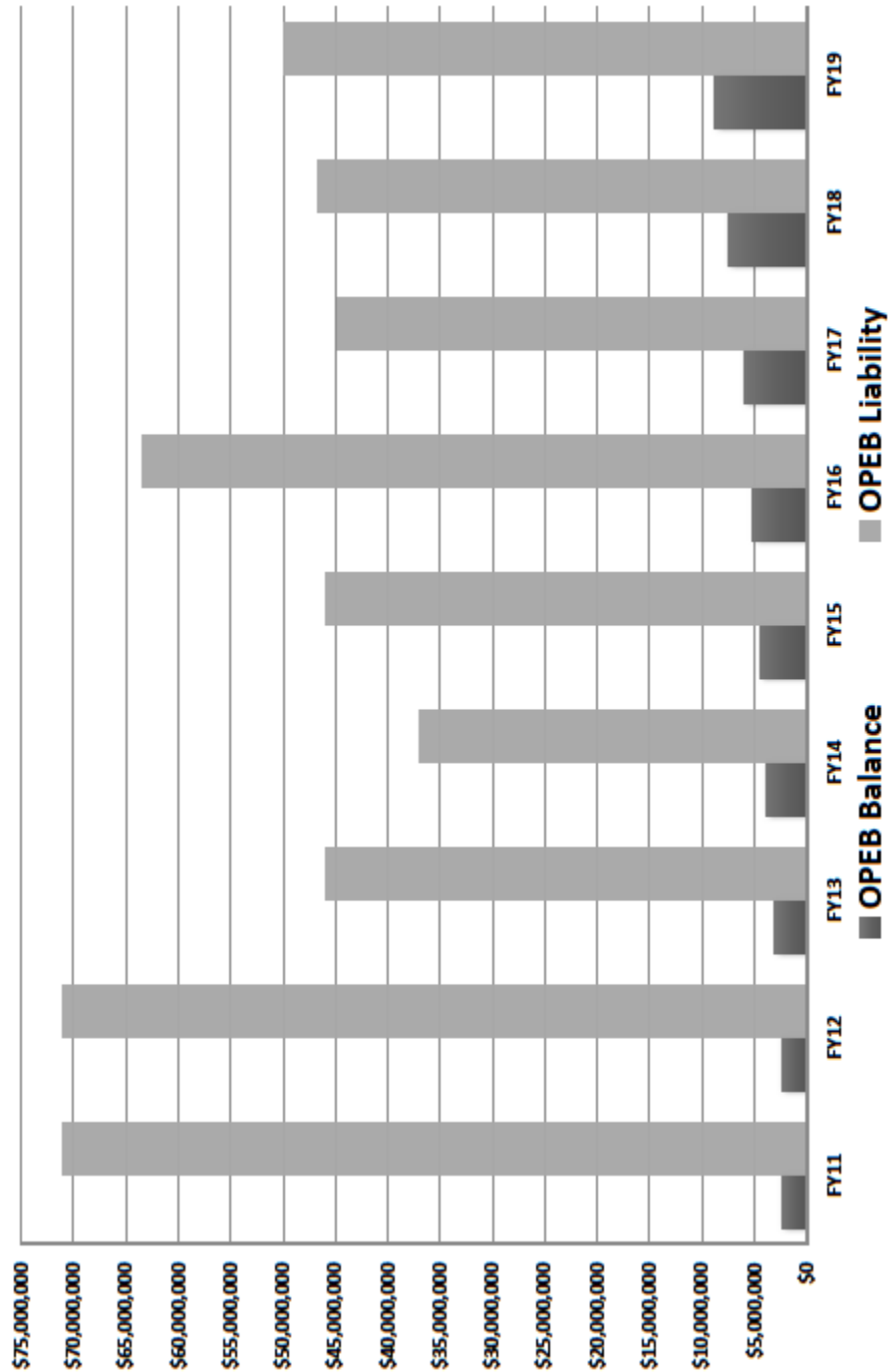
## FINANCIAL SERVICES



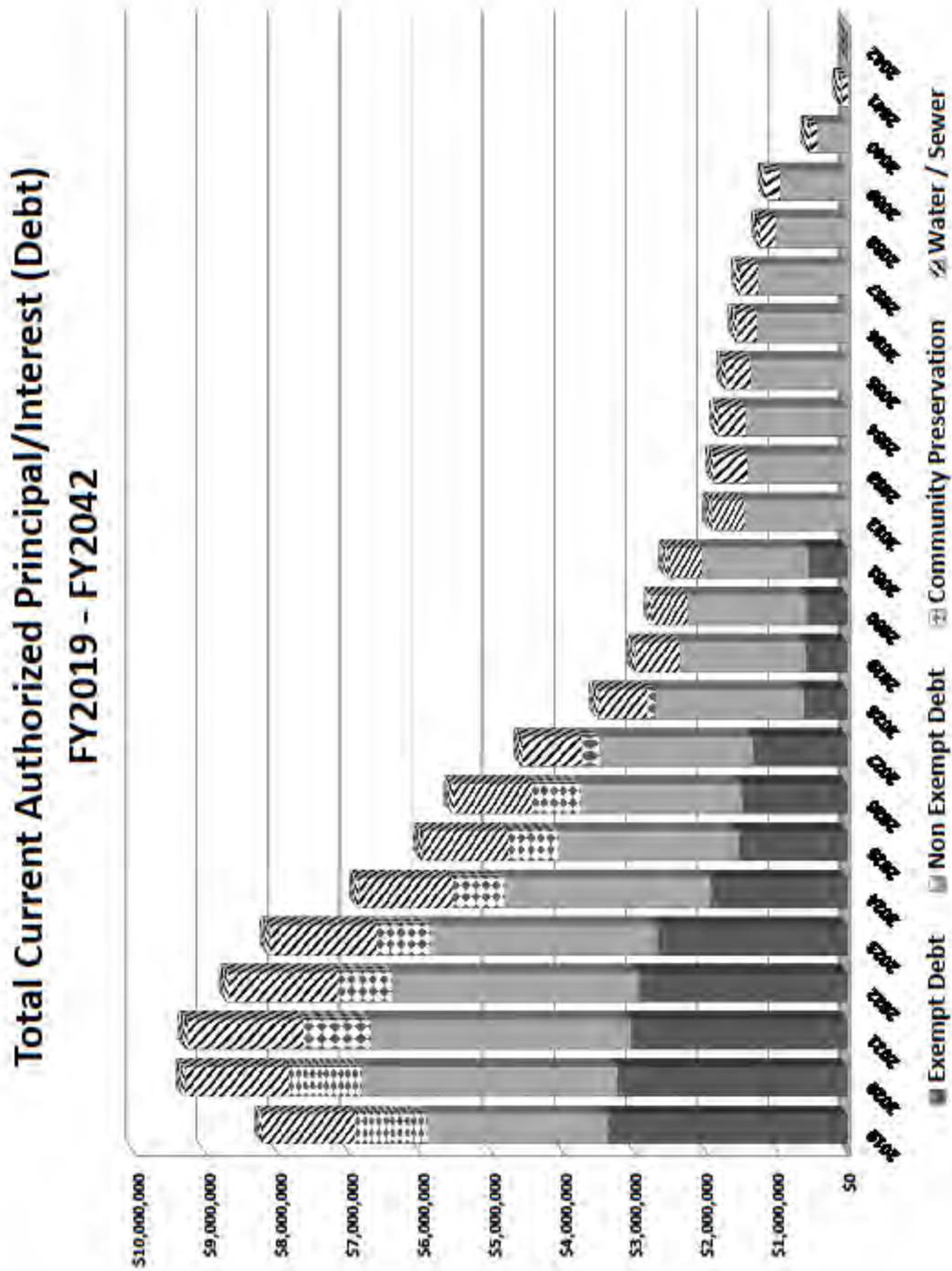


## FINANCIAL SERVICES

**OPEB Balance compared to OPEB Net Liability  
FY2011 - FY2019**

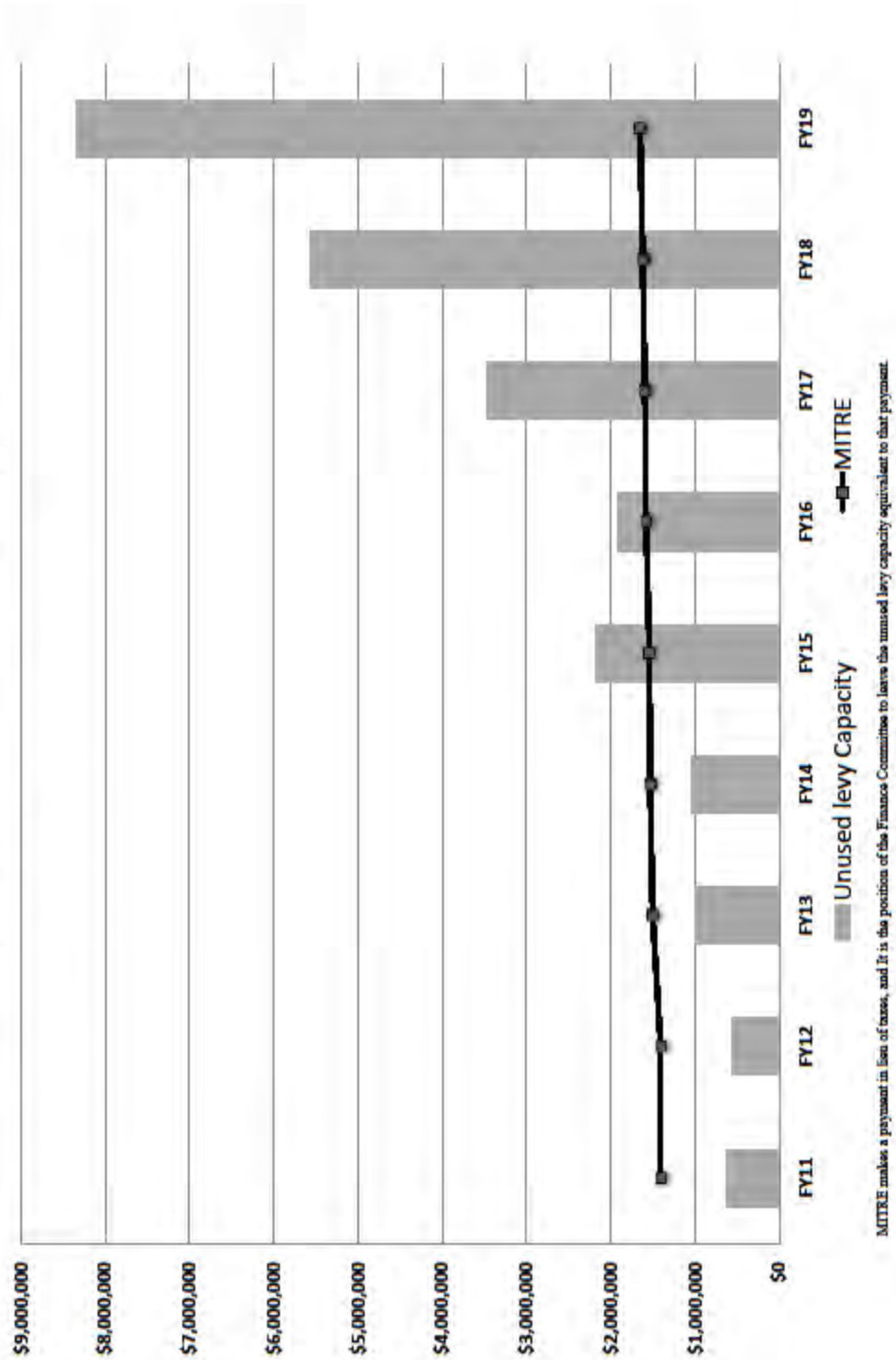


## FINANCIAL SERVICES

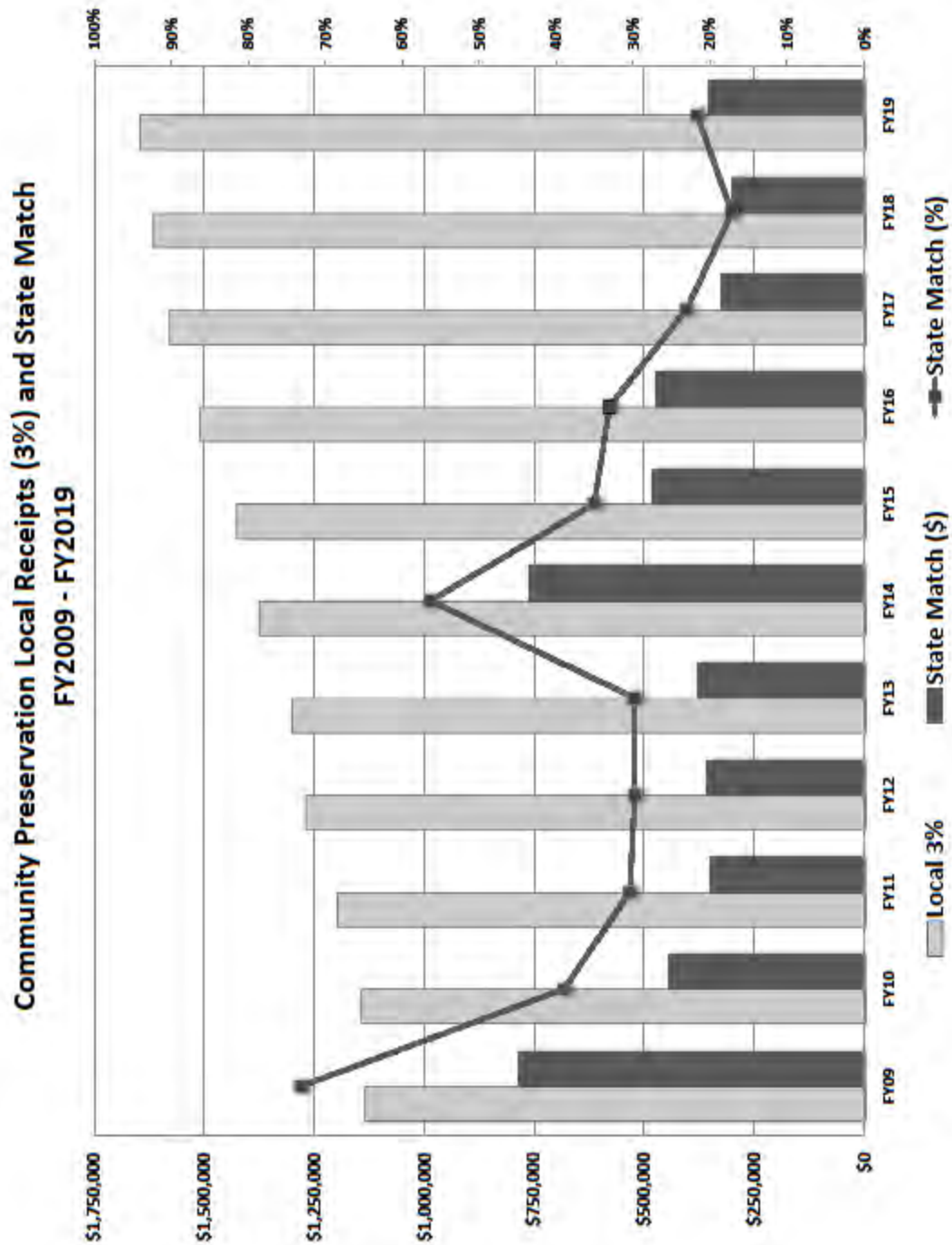


## FINANCIAL SERVICES

### Unused Levy Capacity FY2011 - FY2019



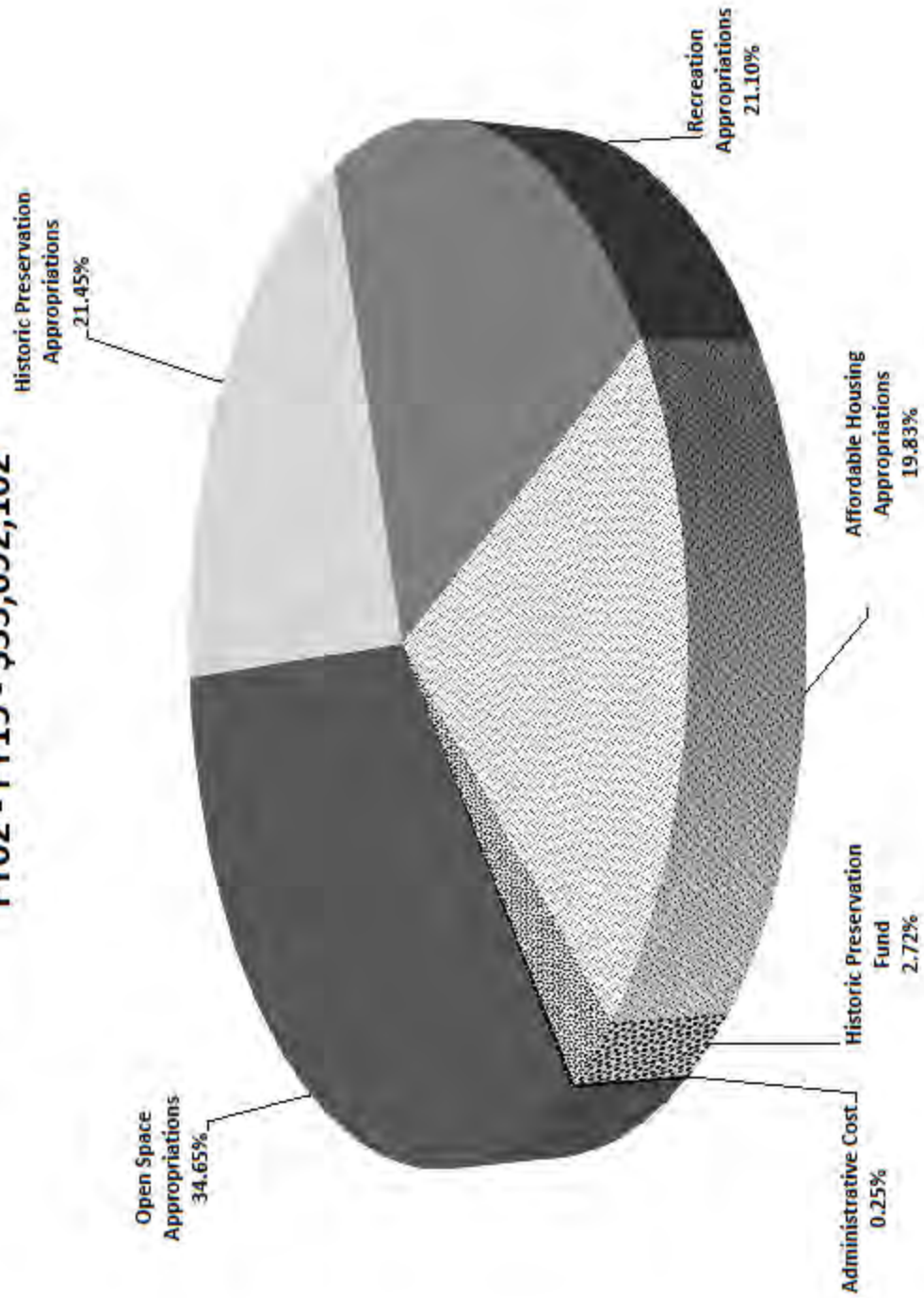
## FINANCIAL SERVICES



## FINANCIAL SERVICES

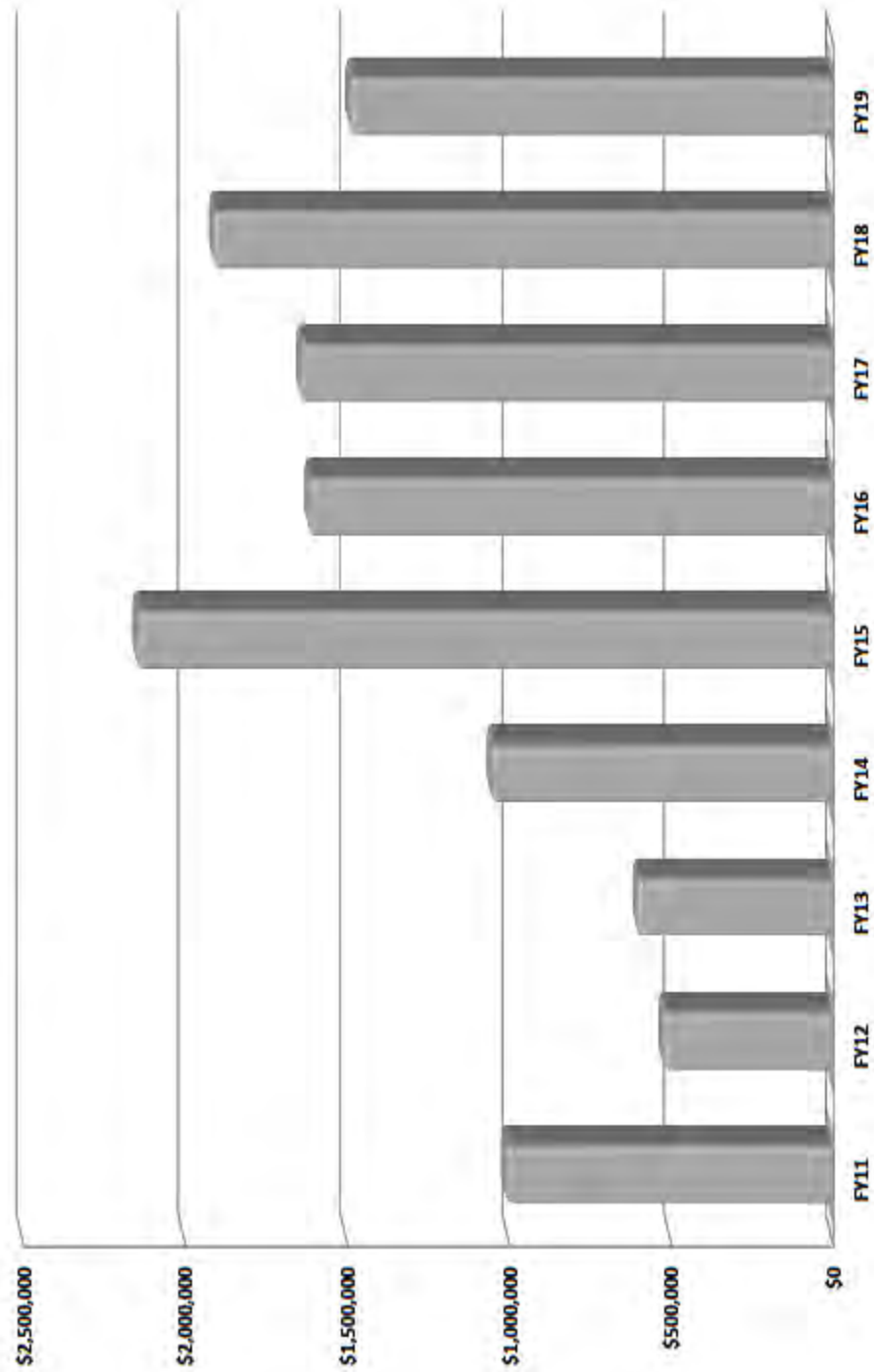
### Community Preservation Appropriations

FY02 - FY19 - \$35,692,102



## FINANCIAL SERVICES

New Growth FY2011 - FY2019





## PUBLIC SAFETY

### Fire Department

**David Grunes, Fire Chief**

#### **PURPOSE**

The “Bedford Fire Establishment” was created in March 1828, over 190 years ago, by the Town Selectmen. The Fire Establishment purchased the first fire “engine” for the Town, which was a hand-drawn fire-pump nicknamed the “Eagle.”

Our core mission has grown over the years from fire protection to include emergency medical services, hazardous material incidents, and rescues.

This diverse community presents challenges to the department that we strive to meet. In the early 1900s, the department responded to an average of 10 fires a year; 50 years later, the department was averaging 225 calls a year. We now respond to approximately 3,400 incidents annually; protecting the citizens of Bedford as well as the thousands of people who enter the Town each day to work.

#### **Mission Statement**

The Bedford Fire Department is a professional and dedicated organization that is constantly evolving to meet the ever-changing demands of the community. Our organization is guided by moral and ethical principals in providing the highest quality service, training and professional development, fiscal responsibility and direct community involvement. We are forever committed to successfully responding to and mitigating the challenges of fire, rescue, medical emergencies, hazardous materials, disaster preparedness and national security by promoting fire prevention, public education and community risk-reduction.

#### **Fire Department Performance Guarantee**

As an organization and as individual members

of the Bedford Fire Department, we care about the people we serve. We will do the things we say we will to the best of our ability every time and protect the lives and property of the people who reside, work, and pass through Bedford.

#### **FY19 HIGHLIGHTS**

Long time Fire Department members Firefighter Charlie Nickerson and Captain Chuck Stone retired after 36 years and 35 years with the Town, respectively. They each began their careers as “On-Call” firefighters before transitioning to fulltime career firefighters. Lieutenant John Daniels was promoted to Captain to fill Captain Stone’s absence and Firefighter Mark Casey was promoted to Lieutenant to fill the position vacated by Captain Daniels. The Department hired two new firefighter/paramedics to fill the open positions, bringing the total paramedic strength to ten. The two new firefighter paramedics are expected to attend the Massachusetts Fire Academy in late November with a mid-winter 2020 graduation.

Emergency Medical Service (EMS) calls continue to climb. FY19 was the Department’s busiest year on record. FY17 to FY19 averaged approximately 8% higher than FY14 to FY16. The Department responded to over 2567 emergencies and 3,426 total incidents during FY19. There were 727 permits issued by Fire Prevention during FY19.



## FIRE DEPARTMENT

### Six Year Fire Department Response Summary

	<b><u>FY19</u></b>	<b><u>FY18</u></b>	<b><u>FY17</u></b>	<b><u>FY16</u></b>	<b><u>FY15</u></b>	<b><u>FY14</u></b>
Fires and/or Explosions	38	32	39	27	39	50
Rescue & Emergency Medical Service	1,592	1,526	1,556	1,443	1,428	1,445
Hazardous Conditions (No Fire)*	171	288	176	250	204	150
Service Calls*	231	251	226	222	251	206
Good Intent Calls	112	113	102	101	96	102
False Alarms and False Calls	423	430	429	415	436	407
Other Types of Incidents	859	674	747	713	668	758

\* A single-year spike in “Hazardous Conditions” and “Service Calls” is typically weather-related and will include the vast amount of downed power wires, flooding and/or similar incidents.

### **FY20 PROJECTIONS**

The Fire Department is in the process of a comprehensive evaluation at the organizational structure and future staffing requirements necessary to meet the expectations of the community and continue to provide the high quality service to which citizens are accustomed.

The Department will also take the opportunity to update smaller fleet vehicles, replacing a 20-year-old Chevrolet brush-truck and ten-year-old Ford command vehicle, Ford rescue squad, and Ford ambulance.

FY20 brings new challenges for the Department as we prepare for current threats. The Department will undergo rescue and emergency medical training for hostile events and active shooter incidents. In keeping with planning *before* disaster strikes, the Fire Department hopes Bedford residents will make fire safety a daily activity. We urge residents to keep smoke detectors and carbon monoxide detectors clean and working properly, testing them once a month, never leave candles unattended, maintain gas grills, store flammables in proper spaces and

containers, and change smoke detector batteries when we change the clocks.



## PUBLIC SAFETY

### Police Department

**Robert Bongiorno, Police Chief**

#### PURPOSE

The Police Department continues to improve and enhance community partnerships and intelligence-led policing initiatives, and refine training to maximize the effectiveness of our organization, all the while continuing our commitment to ensure the safety of all members of our community. The department operates under a community policing philosophy that encourages citizen participation in solving problems of crime, fear of crime, and quality of life issues.

The dedicated men and women of the Bedford Police Department would like to thank our Town leaders, and the residents of Bedford for their continued support in accomplishing the department's mission of serving the community with pride. The Department remains committed to provide the best public safety service and improve the quality of life for all of our residents.

Organizationally, the department is divided into operational and detective functions. A command staff of two Lieutenants assist Chief Robert Bongiorno in strategic planning, budgeting, and operations. The Lieutenants administer the Operations Division and the Detective Division.

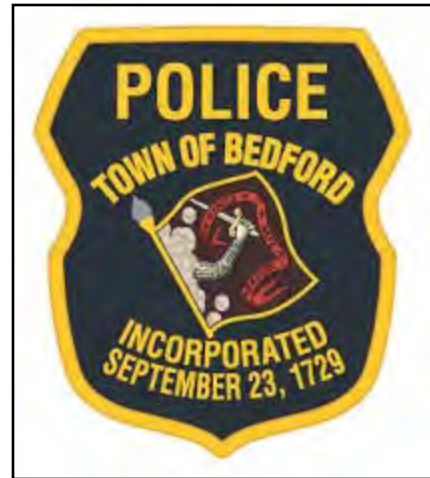
#### EMPLOYEE STATISTICS

Full Time Officers	29.0
Administrative staff	1.5
Emergency Communications Officers	8.0
School Crossing Guards	0.5
Animal Control Officers	1.0
Traffic Supervisors	13.0

After 32 years of dedicated service, Det. Sergeant **Michael L'Heureux** retired. Over the

years, Det. Sergeant L'Heureux received many awards and commendations.

The Department also hired two new police officers; **Marc Lavine** and **Brian Ricci**. After 27 weeks of training at the Lowell Police Academy, they are scheduled to begin their extensive field-training in Bedford in early FY20.



#### FY19 HIGHLIGHTS

##### **Community Services Unit**

FY19 was a busy year for the women and men of the Bedford Police Department. The Community Services Unit continued to be a huge success. The Unit is committed to identifying causes of crime, disorder and quality of life issues. It is responsible for traffic initiatives, crime-prevention, public-relations, and the support of community problem-solving activities by the Police Department's Patrol Division.

This year, the Unit sponsored and/or supported such popular programs as: Open House Series, Bedford Day, RAD, Bicycle Safety, Safe Driving, Alcohol Awareness, Safe Routes to School, Child Safety Seat Installations, Council on Aging Programs, Community CPR, and National Night Out. The Unit also conducted

## PUBLIC SAFETY

### Police Department

tours of the station, and met with citizens, religious organizations and business groups.

#### Communications

The Department continues to use a number of social media initiatives to inform and communicate with the public including: Twitter, Facebook, YouTube and Instagram to post press releases, public service announcements, photos, and scam information.

We invite community members to visit our new and ever-improving website as we continue to post monthly call-logs, news, photos and more. The department recently posted our most vital police policies.

The Department has updated its smartphone app that the public can download on Apple or Android, called MYPD. This app includes directions to the station, the ability to email personnel, and relevant links.

The Department will continue to utilize 21<sup>st</sup> century technology to stay connected with our residents and will continue to build community bonds that foster trust between the police and the community we serve.

#### Community Policing

The Department maintains its strong partnership with Communities for Restorative Justice (C4RJ) which is a community-police partnership that offers restorative justice to those affected by crime. The program allows Bedford to address victims' needs and treat offenders in a new way.



The Department also collaborates with 10 police departments and the Domestic Violence Service Network (DVSN) to provide outreach

and direct support to domestic abuse victims.

#### Traffic Safety

Traffic remains one of the biggest concerns for Bedford residents. In FY19, the Department continued to partner with the Governor's Highway Safety Program to receive funding to conduct increased traffic enforcement in the areas that create the biggest hazards on the roadways throughout our community. Through this limited state funding, we were able to concentrate on speeding, drunk driving, and seat belt usage.

#### Middlesex Community College

The Department again partnered with Middlesex Community College on a Service Learning Project with students from the Criminal Justice Program. Additionally, the police department and college partnered on an initiative in which the college fully funds a police officer to its campus. Officer Jeffrey French was assigned as the Campus Resource Officer when Officer Craig Naylor was promoted to Sergeant. The innovative partnership allows our officer to serve as a resource to the community of students, faculty, and staff. While the assignment provides a security presence for the state's largest community college, it also allows for enhanced community interaction and communication.

#### Town Youth

The Police continued to partner with other Town departments to provide youth and anti-bullying programs and All-Night-Graduation. Our full-time School Resource Officer supports our commitment to provide students a safe and healthy school environment and remains a top priority.

The School Resource Officers assigned to Bedford High School utilize the School Threat



## PUBLIC SAFETY

### Police Department

Assessment and Response System (STARS), a comprehensive program to prepare, assess, respond, and strive to prevent threats of violence in schools. The initiative is accomplished through mobilizing regional resources that recognize the uniqueness and integrity of Bedford schools. This multi-tiered assessment and response system is designed to provide local officials access to specialized resources developed through a collaborative effort. Utilizing STARS Protocol, incidents and threats are addressed through response classifications involving varying degrees of consultation, readiness, and intervention, including regional assistance.

#### Regional Partnerships

Police Departments in eight Middlesex County communities have united to share resources and better manage cases for mental health. The police partnership, developed through the Concord District Court and the Regional Jail Diversion Program, is managed by departments in Bedford, Lincoln, Stow, Concord, Lexington, Acton, Carlisle, Maynard and Hanscom Air Force Base. We are committed to assisting people with mental health difficulties and divert them from the criminal justice system. The Massachusetts Department of Mental Health awarded the coalition a five-year, \$135,000 grant, an increase over previous awards.

As part of the coalition's innovative model, police departments will work with a Clinical Coordinator who will manage the Jail Diversion Program across all communities. The primary role of the Clinical Coordinator will be to train officers in Mental Health First Aid (MHFA) and to serve on the Crisis Intervention Team (CIT). The coordinator will also work with each Department to create a diversion strategy that is appropriate for any individual who comes in

contact with police. The coalition partnered with Eliot Community Human Services, which also provides trainings.

The Bedford Police Department led efforts for more than two dozen Middlesex County law enforcement agencies to join the White House led Data Driven Justice (DDJ) initiative, focused on reducing the number of mentally ill individuals awaiting trial in local jails. Mental health-related incidents remain the most common challenge faced by Bedford Police Officers. This initiative will lessen the burden on the criminal justice system by diverting these vulnerable members of our community into the appropriate programs instead of jail cells.

The Bedford Police Department worked with other area communities in the formation of the Central Middlesex Police Partnerships (CMPP). This initiative strives to reduce the availability of illicit opiate drugs on the supply side. The goals will be to work collaboratively on education, prevention and intervention strategies. This CMPP initiative brought together law enforcement, Bedford Youth and Family Services, the Board of Health, schools, treatment centers, and others to proactively engage in outreach activities to provide support/resources to substance users their families and other loved ones.

Our Jail Diversion Coordinator/ Clinician worked directly and collaboratively with the Bedford Police and our regional partners to address and support mental health and substance abuse needs of people coming into contact with law enforcement. By working together, the clinician and police officers can respond more effectively to residents dealing with mental illness and substance abuse. Our first clinician, Alia Toran-Burrell, left after

## PUBLIC SAFETY

### Police Department

three years of dedicated service. Mackenzie Dezieck has taken her place.

The Bedford Police Department has been actively engaged since FY17 with the Police Assisted Addiction and Recovery Initiative (PAARI). PAARI has grown into a nationwide moment of law enforcement and service providers with a unified mission to save lives, and increase access to treatment with individuals suffering from the disease of addiction.

Since FY16, the Department has maintained a successful partnership with the Town of Lexington regarding Animal Control services. This regionalization has maximized coverage for Bedford in a more cost effective manner.

The department is a member of the North Eastern



Massachusetts Law Enforcement Council (NEMLEC), a consortium of 51 police departments and Sheriff Offices in Middlesex and Essex Counties. Members operate pursuant to an inter

-agency, mutual-aid assistance agreement to share resources and personnel in order to enhance public safety in a fiscally responsible manner.

Each member commits law enforcement resources to assist other members increase and improve their capabilities and capacities. NEMLEC is comprised of a Regional Response Team (RRT), which includes a Tactical Unit, Special Weapons and Tactics Unit (SWAT), K-9 Unit, and School Threat Assessment and

Response System (STARS), Motor Unit, Bicycle Unit, Accident Reconstruction Unit, and a Crime Scene Unit. Officers associated with the various units receive specialized training in crowd/riot control, crisis negotiations, response to school violence, use of specialized weapons, drug interdiction, and many other law enforcement specialization areas. Currently, we have officers assigned to the RRT Unit, SWAT, Motor Unit, STARS, and Drug Interdiction Unit.

#### Sixth Annual Awards Ceremony

The department held its Sixth Annual Awards Ceremony. While it is essential for a police department to impose internal discipline, it is also critical to promote outstanding performance. In recognition of actions taken by our officers, we commend individuals who performed outstanding tasks to support the department's mission and to make our community stronger and safer.

*The Certificate of Commendation* is given to officers involved in incidents that show commitment and dedication to the public. Recipients include: (Officers) **Abajian, Pike, Waite, Weisenborn, Dineen, French, Isnor, Kennedy** and (Detective) **Martin**.

Other award recipients are: (Sergeants) **Wardwell, L'Heureux, Saunders, Towle and Vitale** and (Emergency Communication Officers) **Vinciulla and Dooley**.

The Department gave out Spirit awards to those who showed inspiration, motivation and dedication to police service through the Youth Basketball Program. Those honored include: (Officer) **Abajian, French, Isnor, Maloney, Martin, Pike, Kennedy, Waite, Maloney**, (Detective) **Martin**, (Sergeant) **Wardwell** and **Vitale**, (Emergency Communication Officer) **Brooks, Brickey** and **Vinciulla**.



## PUBLIC SAFETY

### Police Department

#### **FY19 HIGHLIGHTS**

The Police Department logged 15,024 service requests this year, the majority of which were not crime-related. Our motto, "Serving the Community with Pride" emphasizes our Customer Service attitude and priority.

Eighty one (81) people were arrested; this number is reflective of our community based-initiatives aimed at diverting eligible individuals away from the Criminal Justice system.

Educating the driving public and raising awareness on traffic laws continues to be a priority; in FY19, 2,050 citations were issued. Motor vehicle crashes decreased by 13%. The Department will continue to increase traffic and parking education to meet the growing concerns of our citizens.

Traffic issues continue to be one of the greatest complaints to the Department. We will continue to partner with the Fire and Public Works Departments and the Town Manager to evaluate and address traffic concerns.

#### **FY20 PROJECTIONS**

The Department will initiate its fourth round of analytical-data-driven, strategic planning as it relates to the development of valuable police resources. This process will bring together technological tools, management practices, real-time data analysis, problem-solving and intelligence-led policing that ultimately will lead to *results*-crime reduction, a more efficient Department, and modern, innovative policing.

The Police Department will participate in traffic safety grant mobilizations. We will seek state and federal funding to increase patrols that target aggressive drivers, drunk drivers and seat-belt law-violators. The goal is to make

our community streets safer for travel.

#### **Two-Year Service Call Summary**

	<b><u>FY18</u></b>	<b><u>FY19</u></b>
<b><u>Motor Vehicle Crashes</u></b>	281	244
<b><u>Hit &amp; Run Investigations</u></b>	53	41
<b><u>Alarms</u></b>	485	453
<b><u>Larceny</u></b>	54	46
<b><u>Domestic/Family Disputes</u></b>	62	87
<b><u>Child-Passenger Seat Install</u></b>	36	29
<b><u>Restraining Orders</u></b>	114	88
<b><u>Disturbances</u></b>	121	90
<b><u>Noise Complaints</u></b>	94	77
<b><u>Breaking &amp; Entering</u></b>	12	6
<b><u>Breaking &amp; Entering M/V</u></b>	27	5
<b><u>Vandalisms</u></b>	20	20
<b><u>Elder Affair Encounters</u></b>	23	23
<b><u>Totals Calls for Service</u></b>	14,891	15,024

<b><u>Citations Summary</u></b>	<b><u>FY18</u></b>	<b><u>FY19</u></b>
<b><u>Citations Issued</u></b>	2,135	2,050
<b><u>Warnings</u></b>	1262	1,710
<b><u>Civil</u></b>	269	207
<b><u>Criminal</u></b>	109	115
<b><u>Arrests</u></b>	37	18

Our partnership with the community to solve problems of crime, fear of crime and quality of life issues has been institutionalized in the Department. We will offer a number of community-policing programs to the public designed to provide citizens with tools, information and skills to solve problems. We will partner with other Town Departments to

## PUBLIC SAFETY

### Police Department

expand and create new community programs.

The Department will continue to partner with the Fire Department and Middlesex County Sheriff's Department to provide free summer camp for Bedford children at the Sheriff's Academy in Chelmsford. Our certified technicians will also continue to help with the installation of child passenger car seats. Our certified technicians will thoroughly inspect the seats for wear and effectiveness and install them properly to ensure the safest ride.

The Department will partner with the Middlesex County Sheriff's Office on a regional "Safe Keep" pilot project. This pilot will allow the Bedford Police Department to utilize the Sheriff's Office's specialty services to house detainees. Detainees will have more readily available access to health-care-professionals and services. Sheriff staff can better identify and appropriately triage detainees for substance abuse, mental health issues and other health-related needs upon intake. In addition, regional "Safe Keeps" offer an opportunity for further innovative and cost-saving-initiatives such as enhanced data-sharing across agencies, video-based arraignments, targeted opioid programming and linkages to specialty courts.

The Department has been selected to sit on a state commission charged with establishing a Restoration Center in Middlesex County, which would allow first-responders to divert persons suffering from persistent, mental-health illness or substance-abuse disorders to a treatment center that provides 24-hour, specialized care. The center would provide officers a non-criminal alternative to help, rather than

criminalize a person's illness.

#### Accreditation

In FY17, the Bedford Police Department earned the distinct honor of Full-Accreditation from the Massachusetts Police Accreditation Commission (MPAC). MPAC offers two program awards: certification and accreditation, with accreditation the higher of the two. Accreditation is granted for a period of three years after which the department must be re-assessed and re-accredited. Participation in the program is voluntary.

The Bedford Police Department was previously awarded "certification" status by MPAC (2010) and was re-certified twice since then. Under the leadership of Lt. Graham, the department was assessed in May 2017 by a team of Commission-Appointed Assessors. The Assessment Team found the Department to be in compliance with all applicable standards for accreditation. In FY20, the Police Department will seek to be re-accredited.

Accreditation is a self-initiated evaluation process by which departments strive to meet the highest standards of law enforcement and is considered the best measure of a department against best practices. The process is long and vigorous requiring internal, self-review, and external assessment by MPAC experts.

To conduct the initial self-assessment and prepare for the on-site review of the 246 mandatory and 83 optional standards, Chief Bongiorno appointed Lt. James Graham to be the Department's Accreditation Manager.

## PERMITTING AND LAND MANAGEMENT

### Code Enforcement

**Chris Laskey, *Director***

#### **PURPOSE**

The Code Enforcement Department is a public safety office that enforces all applicable codes, laws, and regulations to ensure all residential and commercial buildings and structures are constructed and maintained in a safe and usable manner. We enforce the Massachusetts State Building Code, 780 CMR, and the Architectural Access Board Regulations, 521 CMR, along with the Massachusetts Electric, Plumbing, and Gas Codes and any other applicable rules, regulations and laws related to building construction and safety.

The office also enforces zoning by-laws. These by-laws are used to control, among other things: density, parking, height and location of buildings and structures, uses of buildings and structures, requirements for buildable lots, signs, earth removal, and overlay districts. The Department enforces the rules and regulations of Weights and Measures and certain aspects of the General By-laws such as the Sign By-law. Lastly, Code Enforcement provides clerical support to the Conservation Commission, Zoning Board of Appeals (ZBA), Historic District Commission (HDC) and Historic Preservation Commission (HPC).

#### **EMPLOYEE STATISTICS**

Code Enforcement staffs six full-time and two part-time positions:

- Department Director/Building Inspector
- Local Building Inspector
- Conservation Administrator
- Administrative Assistant
- Department Assistant to ZBA, HDC, HPC
- Department Assistant to Conservation
- Code Electrical Inspector
- Plumbing/Gas Inspector.

#### **FY19 HIGHLIGHTS**

Residential growth was steady; the Evergreen Meadows subdivision was completed and Coast Guard Housing project was underway in late FY19. Isabella Lane (off Chelmsford Rd) and Irene Road are substantially completed. There were 15 teardown/rebuilds and 9 new homes constructed.

Commercially, tenant fit-outs were completed for Club Champion, Augmenix and Guidewire. iRobot performed campus alterations on Crosby Drive. Tenant fit-outs for Bedford Market Place consisted of Verizon and Emerson Dental and the start of the fit-out for Posto Italian Restaurant which will replace Comella's.

#### **FY20 PROJECTIONS**

Code Enforcement anticipates consistent residential growth; the Coast Guard Housing Development will be active for much of FY20.

Commercially, Homology at 40 Wiggins Ave will substantially increase its square footage, and 54 Middlesex Turnpike's recent renovations will likely attract more tenants, potentially including a restaurant. At the Bedford Market Place, Posto should be complete by mid-year and Building C is anticipated to be full by the end of FY20.

These projects plus the expected number of permits issued for additions, renovations and homeowner projects will keep Code Enforcement busy. Zoning and Sign By-law enforcement will continue to be a priority.

The office is committed to customer service and providing information and knowledge to homeowners and contractors working in town.

## PERMITTING AND LAND MANAGEMENT

### Code Enforcement

Building codes and Town By-Laws can be complex so anyone who has a question or is uncertain as to whether or not they need a permit is invited to contact our office or website for assistance or information.

#### Code Enforcement Department Statistics

Permits Issued	Number	Revenue
Building	808	\$586,699
Electrical	596	\$145,960
Plumbing	411	\$45,485
Gas	353	\$16,435
HVAC	81	\$13,309
Signs	6	\$1,480
Inspection Cert.	47	\$2,952
Occupancy	105	\$5,350
Misc./Yard Sales	22	\$100
Fence Compliance	20	\$950
<b>Subtotal</b>	<b>2,449</b>	<b>\$818,720</b>

Petitions Filed	Number	Revenue
Historic District	8	\$105
Zoning Bd of Appeals	31	\$3,200
<b>Subtotal</b>	<b>39</b>	<b>\$3,305</b>

#### Code Enforcement Department Statistics

Miscellaneous	Number	Revenue
Admin./Fines	30	\$3,668
W&M Services	25	\$4,600
Site Plan Reviews	1	\$300
Zoning Opinions	2	\$200
Misc./Copying Fees	*	\$151
<b>Subtotal</b>	<b>58</b>	<b>\$8,919</b>
<b>Grand Total</b>		<b>\$830,944</b>

Year	Total Revenue
FY2015	\$935,171
FY2016	\$1,050,802
FY2017	\$763,947
FY2018	\$1,079,770
Fy2019	\$830,944

# PERMITTING AND LAND MANAGEMENT

## Planning Board

**Jacinda Barbehenn, *Chair***

### **PURPOSE**

The Planning Board is an elected, five-member board established under the provision of MGL C 41, § 81 A. and is responsible for: administering the Subdivision Control Law; approving Zoning special permits for certain types of residential or mixed use development and reviewing commercial development site plans; drafting or reviewing Zoning By-law amendments; preparing the Town's Comprehensive Plan; undertaking planning studies and special projects; coordinating with regional transportation programs, working with the economic development coordinator; holding public hearings for work on Scenic Roads affecting trees or stone walls; and making recommendations on other matters.

### **EMPLOYEE STATISTICS**

Full-Time                      3

### **FY19 HIGHLIGHTS**

- Review and approval, special permit for Pine Hill Crossing housing development
- Review and approval, special permit for master planned business campus expansion at 40-60 Crosby Drive
- Approval, new uses in various industrial mixed-use developments and garages for condominium residents at Page Place
- Completion of Willow Lane cluster development, with Town street acceptance
- Passed, Zoning By-law amendments, following from introduction of new Great Road zoning last year
- Inter-board/inter-department working, including input to the Housing Study
- Revisions to Accessory Apartment By-law with public forum in May
- Funding for a diagnostic review and reorganization of Zoning By-law

### **ZONING AMENDMENTS**

The Board holds public hearings to review zoning amendments and makes recommendations to Town Meeting.

#### **Special Town Meeting (July 2018)**

Rezoning of southerly portion of former US Navy property at 159-165 Hartwell Road, from Industrial A to Residence C. Approval recommended (passed but disapproved by MA Attorney General)

#### **Special Town Meeting (November 2018)**

Proposals included: to delete references to the Limited Business District and General Business District throughout the Bylaw; delete Section 17 "North Road Mixed Use Overlay District"; delete Section 19 "Town Center Mixed Use Overlay District"; adopt housekeeping amendments to Section 22 "Great Road District", and rezone 3 remaining areas of Limited Business District, one on Middlesex Turnpike to Industrial A, one at 379 North Road to Residence A, and one at 330 - 340 South Road to Residence C; and eliminate the North Road Overlay District and the Town Center Overlay District from the Zoning Map. Planning Board recommended postponing rezoning of 379 North Road, and not deleting text relating to Limited Business District. Other amendments favorably recommended passed as recommended.

#### **Annual Town Meeting (March 2019)**

- Amendment to Table I, Section 4.6.4 "IT, Life and Materials Science & Engineering", to change the use designation in the Commercial District from "SPM" to "Yes". Approval recommended (passed)
- Great Road District "housekeeping" amendments to delete obsolete references to General Business District, North Road Mixed Use Overlay District, and Town

## PERMITTING AND LAND MANAGEMENT

### Planning Board

Center Mixed Use Overlay District, and add references in tables to Great Road Districts. Approval recommended (passed)

- Amendment to Great Road District use regulations to allow restaurants over 5,000 square feet by special permit in Shawsheen, Marketplace and North Road subdistricts. Approval recommended (passed)
- Map amendment to rezone a portion of 9A Benjamin Kidder Lane from Limited Business District to Residence B District. Approval recommended (passed)
- Also at the Annual Town Meeting, the Board proposed funding for a consultant to conduct a comprehensive review of the Zoning Bylaw aimed at making it more user-friendly, consistent and up-to-date. The article was approved.

#### REVIEWS OF PROPOSED DEVELOPMENT

The Planning Board conducted detailed regulatory reviews as follows:

**Special Permits** (require advertised public hearings)

- Pine Hill Crossing (former Coast Guard Housing), 33-39 Pine Hill Road, Lewis Road and Michelson Lane: redevelopment of 5.16 acre site, keeping 12 existing detached houses, demolishing 3 and adding 17 new detached houses. Approved 10/02/18 with conditions.
- Jumbo Capital, 40, 50, 60 Crosby Drive: Industrial Mixed Use special permit for master-planned campus development, including 300,000 square feet of new building space and structured parking. Approved 11/13/18 with conditions.
- 205 Burlington Road: Industrial Mixed Use special permit to allow Rainbow Adult Day Care among the mix of uses in an existing building. Approved 12/11/18 with conditions.

**Special Permit Amendments - Major** (require advertised public hearings)

- 52-54 Middlesex Turnpike: amendment to Industrial Mixed Use special permit, for expansion of parking and potential changes to mix of uses within front building. Approved 10/23/18 with conditions.
- Page Place, 75 Page Road: amendment to past special permit under Conversion of Public School, to add garages for condominium residents and to remove a portion of current open space from property. Approved 11/13/18 with conditions.

**Special Permit Amendments - Minor** (do not require advertised public hearings)

- 213 Burlington Road: amendment to Industrial Mixed Use special permit to add retail tenant, "Club Champion". Approved 9/25/18 with conditions.
- Springs Road Planned Residential Development: engineering changes for Buehler Road lots. Approved 3/12/19.

**Site Plan Reviews** (review without public hearing, resulting in recommendation to the Building Inspector/Code Enforcement Director)

- 18 North Road: vertical mixed use proposal under new Great Road/North Road zoning, for removal of rear portion of building and construction of a new addition for office and residential uses. Review begun but continued to allow developer to consider options to address Code requirements.

**Subdivision Documentation and Performance Administration**

- The Board and its staff followed up on



## PERMITTING AND LAND MANAGEMENT

### Planning Board

implementation of previously approved projects:

- Springs Road Planned Residential Development (PRD) - Hosmer Way portion: release of lots and provision of bond 08/14/18; bond reduction 02/26/19.
- Willow Lane Cluster Subdivision: release of Lot 4, 11/13/18; determination of completeness and recommendation on acceptance of street 1/22/19; accepted as a public way at Annual Town Meeting 03/25/19.
- Springs Road PRD – Buehler Road portion: release of Lots 8 & 9 and provision of bond 06/11/19.

#### Approval Not Required (ANR) Plans

- Planning Board endorsement is needed prior to recording a plan that divides land but does not require approval under the Subdivision Control Law.
- Page Place, 75 Page Road: division to create a house lot with frontage on Old Billerica Road, but accessed from Page Road. Signed 01/22/19.

**Scenic Road Approvals** (public hearings required for work affecting trees or stone walls on designated Scenic Roads)

38-106 Davis Road: removal of multiple trees for Town's Davis Road Boardwalk project. Approved 9/25/18.

376 Davis Road: relocation of section of stone wall for proposed new driveway. Approved 9/25/18 with conditions.

- Pine Hill Road, east side between Lewis Road and Narrow Gauge Trail: removal of 11 trees for installation of sidewalk. Approved 11/27/18 with conditions.
- Pine Hill Road, west side from Heritage Drive to North Road: removal of 38 trees for construction of sidewalk. Approved 06/25/19 with conditions.

#### Other Reviews and Recommendations

- Village at Bedford Woods/1000 Albion Road: amendment to Comprehensive Permit to complete development under Chapter 40B. Recommendations to Zoning Board of Appeals 06/11/19.
- John Glenn Middle School additions and parking improvements: informal site plan review, providing comments to Facilities Director during 04/09/19 meeting.
- Aquifer Protection Special Permits for Homology, 40-44 Wiggins Avenue and Toxicon, 15-25 Wiggins Avenue: recommendations to Selectmen 08/14/18 and 05/14/19.

#### Pre-application Development Discussions

In addition to preliminary discussions that preceded some of the above applications, the Board discussed: 330 South Road: feasibility of Planned Residential Development or other approaches to adapting/ redeveloping the property for multifamily residential use.

The Board and staff take an active interest in a range of topics related to planning: economic development, multi-modal transportation, measures to address housing and demographic needs, protection of natural and historic assets, and energy/ climate change matters. We continued to assist with the Selectmen's Strategic Housing Study, finalized in spring, offered comments on the Transportation Advisory Committee's draft Neighborhood Traffic Calming Policy, and discussed bicycle safety/ infrastructure needs with members of the Bicycle Advisory Committee. The Planning Director assisted with work on Arts and Culture projects. The Board sponsored an application for a technical assistance grant from MAPC for improvements to the Narrow Gauge Rail Trail, which was successful. The Board supported renewal of the Community Preservation Act

## PERMITTING AND LAND MANAGEMENT

### Planning Board

surcharge and its amended budget at the Fall Special Town Meeting and the Expedited Permitting article (designating two Priority Development Sites) at the Annual Town Meeting.

#### **WEBSITE & NEWS MEDIA**

[www.bedfordma.gov/planning](http://www.bedfordma.gov/planning)

<http://www.facebook.com/BedfordMAPlan>

These outlets provide information including: the Comprehensive Plan; meeting agendas and minutes; Zoning Bylaws and map; forms; policies; rules & regulations; and periodic news articles and announcements. They also publicize zoning amendments and provide background information on Accessory Dwelling Units.

Legal advertisements for public hearings are placed in the Minuteman newspaper and on the main bulletin board in Town Hall, as required by law. The online Citizen newspaper often provides news coverage of planning issues. Our meetings are usually recorded by Bedford TV, and the YouTube video versions can be accessed via the website. Additionally, the Assistant Planner gives periodic talks at the Council on Aging, in tandem with Code Enforcement. The department's bulletin board is also a source of useful information.

#### **FY20 PROJECTIONS**

- Recent years have seen a number of upgrades to industrial and mixed-use properties; we expect that trend to continue. The incentives provided in the zoning revisions have been helpful. Owners of leased properties are seeing value in external improvements including architectural treatments, landscaping with paths and gathering spaces as well as parking. In reviewing site plans or special permits, the Board will continue to give attention to pedestrian and bicycle

facilities, access to transit where appropriate, and improvements to storm-water management as well as the more traditional aspects of traffic circulation and landscaping.

- Construction is expected to continue on several residential developments, including Pine Hill Crossing. Completion of work is anticipated at Evergreen Meadows and Isabella Lane; the latter is likely to be subject to a street acceptance request at the 2020 Annual Town Meeting.
- There have been some signs of interest from landowners and developers in redevelopment projects in the business portions of the Great Road/North Road corridor but these are complex to put together, especially with fragmented property ownerships.
- The Board intends to continue work on a zoning amendment related to Accessory Dwelling Units (ADU) and may explore other ways to encourage creation of relatively moderate sized and priced housing, to meet the needs documented in the Housing Study as well as the needs of seniors documented in the Council on Aging's Needs Study.
- Other zoning changes that are likely to be brought to Town Meeting in FY20 include reducing the allowed height of accessory buildings in Residential Districts and enabling the Code Enforcement Director/ Building Inspector to approve and regulate accessory trailers on commercial properties. Adjustments to a few specific aspects of Great Road zoning may be proposed also.
- The Board plans to issue a Request for Proposals for the consultancy work to reorganize and update the Zoning Bylaw in Fall 2019 and will need to make arrangements with the consultant (once appointed) for public and Board input and

## PERMITTING AND LAND MANAGEMENT

### Planning Board

for recommendations discussion. Changes will go through Public Hearing and Town Meeting processes.

- The grant-assisted project for the Narrow Gauge Trail will move forward with pilot improvements to road crossings and design of more permanent improvements.
- Other potential work items are:

completion of updates to fees and ANR regulations (part of the Subdivision Rules and Regulations); new Site Plan Rules and Regulations; improved Architectural Design Standards; review of Cluster and PRD zoning provisions with consideration of Open Space Residential Design (OSRD) models; and review of parking ratios.

### Zoning Board of Appeals

**Todd Crowley, Chair**

#### **PURPOSE**

The Bedford Zoning Board of Appeals (ZBA) consists of five permanent members and three alternate members who are Bedford citizens appointed by the Selectmen. ZBA is a quasi-judicial body that acts on behalf of the Town regarding petitions that seek approval within or relief from the provisions outlined in the Zoning or Sign Bylaws, or in some cases, appeal the Enforcement Officer's interpretation of Bylaw regulations. ZBA also manages Comprehensive Permit applications, better known as Chapter 40B projects, for affordable housing.

#### **EMPLOYEE STATISTICS**

One full-time employee, Code Enforcement.

#### **FY19 HIGHLIGHTS**

FY19 saw thirty-one (31) applications, including many proposals for signage and house additions. One of the most common applications continues to be Special Permits for "teardowns." Any house demolished on a non-conforming lot (whose frontage or area does not meet the minimum for its particular zone) requires a Special Permit. This allows the Town to review new houses to ensure

maintenance of each neighborhood's character and that massing is limited to a more reasonable size than what used to be allowed.

The Board also granted a modification to the fourteen-year-old Comprehensive Permit for the Village at Bedford Woods. In 2004, The project was granted three buildings with a total of 88 units, but stalled after the construction of one building. In June 2019, the Board granted a modification to a new developer to construct 26 townhouse-style units in three new buildings. There will now be a total of 56 units at the site, a reduction of 32 from the original permit. Over the course of several meetings, the Board worked closely with the developer and existing tenants to achieve a result that would benefit all parties.. It was a wonderful testament to democracy and emphasized the importance of local government in maintaining and enhancing the character of a community.

#### **FY20 PROJECTIONS**

ZBA will continue to uphold the Zoning and Sign Bylaws, making certain that building and sign projects in Bedford are not detrimental to the Town or neighborhood in which they are proposed and keep with the intent and

## PERMITTING AND LAND MANAGEMENT

### Conservation Commission

**Allan Wirth, *Chair***

#### **PURPOSE**

The Conservation Commission consists of seven volunteers appointed by the Selectmen. It oversees wetland, waterway, floodplain, and riverfront area protection, and acquires and maintains open-space to protect natural resources as well as to enhance resident enjoyment. The Commission derives its jurisdiction from the Conservation Commission Act (Massachusetts General Laws Chapter 40, section 8C), the Massachusetts Wetlands Protection Act (M.G.L. Chapter 131, section 40), the Rivers Protection Act, and the Town of Bedford Wetlands Protection Bylaw (General Bylaws, Section 36 as adopted at the 1987 Annual Town Meeting [ATM] and amended at ATM95 and ATM16).

The Act and Bylaw require the Commission to review applications for projects within 100 feet of wetlands, water bodies, waterways and floodplains, and within 200 feet of perennial streams and rivers. The Commission holds public hearings, issues Orders of Conditions permitting work, inspects work in progress, and issues Certificates of Compliance. It may issue Enforcement Orders if unauthorized activities cannot be resolved through amicable means. The Commission proposes conservation land acquisition and restrictions and trail easements, arranges donations and purchases, and performs ongoing monitoring.

#### **EMPLOYEE STATISTICS**

The Conservation Office is located within the Code Enforcement Department. There is one full-time Administrator and one part-time Department Assistant.

#### **FY19 HIGHLIGHTS**

##### **Wetland Applications, Permitting and Construction Monitoring**

The Commission received 16 Notices of Intent applications for major residential and commercial development projects. Detailed review was carried out for redevelopment projects at 100 Crosby Drive, 100 Albion Road, and Pine Hill Road/ Lewis Road/ Michelsen Lane, proposed site improvements at Davis School, 40-44 Wiggins Avenue and 15 DeAngelo Drive, demolition activities at EMD Millipore at 80 Ashby Road, bog bridges on public trails, and parking lot drainage at Hanscom Air Force Base. Five Orders of Conditions were issued for residential improvement projects. Of the 16 applications, one Notice of Intent was withdrawn, one Order of Conditions was issued in FY20, one Amendment to an Order was issued, and one Order remains to be issued. Orders of Conditions set legal and construction standards as well as post-construction maintenance requirements. Determinations of Applicability were issued for 37 small projects, a 22% increase from FY18.

##### **Land Acquisition**

The Commission continues to work with the Land Acquisition Committee and Trails Committee to identify parcels of open space of importance to natural resources or trail connections, and to contact owners regarding potential acquisitions or easement options.

Conservation Restrictions were completed on lands within Carleton-Willard Homes, the Willow Lane planned residential development, and 174 & 176 Middlesex Turnpike. Efforts continued on land acquisition and trail

## PERMITTING AND LAND MANAGEMENT

### Conservation Commission

connections associated with Hosmer Road and Buehler Road residential developments.

#### Conservation Area Projects

In both wetland and upland areas at the Altmann Conservation Area, the control of glossy buckthorn, an aggressive, non-native shrub, continued with the assistance of the summer work crew. Maintenance and improvement of other conservation lands was conducted as funds and volunteer assistance allowed. Annual mowing to benefit wildlife habitat and passive recreation was completed at the Clark and Little Meadow.

#### Fawn Lake Restoration and Preservation

In 2019, the Fawn Lake Committee oversaw the approval process to hydraulically dredge Fawn Lake to remove accumulated sediments and restore the dam at the outlet on Springs Road. By specifying the wet dredge process, the lake will not need to be drained; however, significant approvals were needed, including an Order of Conditions from the Conservation Commission, a Section 404 Permit from the Army Corps of Engineers, and a MEPA Certificate, Water Quality Certificate, and Dam Safety Permit from state agencies. Through a public bidding process, a contract was awarded to Dredgit Corp., who anticipates starting in Spring 2020.

Maintenance of the beaver control structure in the Fawn Lake Conservation Area limits rises in the water level and prevents flooding, while allowing beavers to remain. Considerable time and effort was spent on beaver impact analysis and control between the Page School Outdoor Classroom and adjacent lands bordering Springs Brook. Additionally, a trail

and use analysis was completed at the Fawn Lake Conservation Area.

#### Scout Projects

Many thanks to these three scouts and to the local and area scout and youth groups for their long-standing interest in conservation-related community projects.

- **Aidan Duncan (Troop 114)** built and installed a kiosk and bench at the end of Lantern Lane by Springs Brook, establishing a unique east to west connection among popular walking routes.
- **Neal P. Finnegan (Troop 194)** built and installed a kiosk at the 2 Revolutionary Ridge Road parcel within the Pine Grove Farm Conservation Area, the southern head of the West Bedford Trail system.
- **John Giaquinto (Troop 194)** built and installed a kiosk at the entrance to the Wilderness Park Conservation Area off Springs Road, one of the largest conservation areas in Town.

#### Jordan Community Gardens

The community garden plots at the George Jordan Conservation Area on Hartwell Road have improved with standards, regulations and fees to support garden-use and maintenance, including brush removal and path mowing. Gardeners used 21 plots. Bedford residents should contact the Conservation Office for information on reserving a plot. Garden liaison, Rob Dobson, coordinates use and management, while also providing gardening advice.

#### Monitoring, Maintenance and Public Information

The summer land and trail maintenance

## PERMITTING AND LAND MANAGEMENT

### Conservation Commission

program provides annual improvements to open space areas, through the excellent efforts of the summer crew. One of the Commission's major goals, as illustrated at Fawn Lake and Hartwell Town Forest, is to manage the existing conservation areas for a balance of habitat diversity and passive recreational opportunities. The Commission encourages residents to be watchful over neighborhood conservation lands, and to assist the Commission in providing public education and preventing unauthorized use. Please contact the Commission for information on outdoor volunteer activities.

#### **Trails Committee**

The Trails Committee promotes a cohesive vision for the development and sustainability of the Town's extensive trail network. With cooperation and support from the Conservation Commission and Department of Public Works, the Trails Committee plans and constructs new trails while maintaining approximately 30 miles of existing trails.

For trails passing through wet areas, the Committee designs, installs, and maintains bog bridges of varying lengths and heights to allow year-round access. In FY19, the Committee was pleased to assist with final trail connections for the newly installed Washington Street pedestrian bridge. This key link provides access to the Minuteman Bikeway Extension and school campus.

The monthly Saturday trail walks use a Google Group for advertising, which has been

successful in increasing participation on the walks. Additionally, the popular spiral-bound Trail Guide is available to purchase for anyone wishing to explore Bedford's open spaces.

#### **FY20 PROJECTIONS**

The Commission hopes to introduce residents to new conservation restriction areas and trails, and welcomes local, amateur naturalists to participate in planning and leading interpretive walks.. Photographs and observational reports are welcome. Several rare turtle and salamander species live here; please consider their vulnerability to traffic, particularly on Dudley and Davis Roads. Research materials and fact sheets are available in the Conservation Office on rare (state-listed) amphibians, vernal pools, lawn maintenance, native plants, native shrub plantings, regional watersheds, priority habitats, non-native, invasive species control, and conservation land protection options.

The Commission manages the Conservation Fund to allow the purchase of small parcels and large property appraisals. Support for open space preservation allows an irreplaceable legacy to pass to future generations.. Bedford has carried out successful protective efforts, and yet has many valuable landscape and watershed areas of significant natural resources that are threatened by development pressure. The Commission hopes to expand public awareness of these areas and their value. The Commission's role is exacting and challenging, but the rewards are great in contributing to the future integrity of Bedford's landscape and



## HUMAN SERVICES

### Board of Health

**Heidi Porter, *Director***

#### **PURPOSE**

Through its many programs and activities, the Board of Health (BOH) and its experienced departmental staff endeavors to protect public health, prevent disease, and promote community health and well-being. The Board establishes local regulations and enforces local, state, and federal mandates relating to inspections, permitting, complaint-investigation, public health education and emergency preparedness planning.

The Board of Health consists of five elected members and meets monthly in the Town Center building. We invite you to visit our website for program, event and public health information at [www.bedfordma.gov/health](http://www.bedfordma.gov/health).

#### **EMPLOYEE STATISTICS**

Full-Time Employees: 4

#### **FY19 HIGHLIGHTS**

The BOH, Council on Aging, and Fire Department partnered to help residents through the fall prevention program. The program was funded by the Community Health Area Network 15 Determination of Need funds from Lahey Hospital & Medical Center and Winchester Hospital. This program included a town-wide mailing of different brochures: to assess one's own personal fall-risk or a loved one's risk; in-home assessment for residents who have been known to fall or are at risk (which also provided home improvements and installed recommended safety equipment such as grab bars and slip-proof mats); and decluttering services and free classes offered by "A Matter of Balance" program, which were hugely attended.

John Mattleman, a mental health counselor and

trainer with 30 years of experience facilitated two Question, Persuade, Refer (QPR) Suicide-Prevention Trainings that were held at the Public Library. Training participants learned the most up-to-date information on depression and suicide prevention and tools to effectively identify and support someone who may be suffering with mental health concerns.

The Board provided several flu clinics, and offered in-office appointments for residents that were not able to attend the other clinics. The Pneumococcal vaccine was also offered to adults 65 years of age and older.

The state adopted the 2013 Federal Food Code effective January 2019. In an effort to assist new code compliance, the Board of Health provided training to all Bedford food establishments as part of the food permit renewal process.

Through a partnership with Emerson Hospital and Impact Melanoma, the Board acquired and coordinated the installation of new sunscreen dispensers at the Town Campus playground and Springs Brook Park.

At the end of FY19, the Board of Health, Youth and Family Services, Council on Aging and Veterans' Services Departments reorganized and became the Health and Human Services Department under the helm of the current Health Director. This exciting new HHS Department enables a more holistic approach to health and wellness – taking into account physical and mental health in the provision of social services for residents of all age groups while maintaining the great service and programming this community is accustomed to and deserves.

The addition of a new Automatic External

# HUMAN SERVICES

## Board of Health

Defibrillator (AED) at Kids' Club in the Town Center brings the number of town-managed AED units to 15. AEDs are located in each of the schools, Town Hall, Town Center, Library, Old Town Hall and DPW. Specific AED locations can be found on the Board's website.

The mosquito control program is comprehensive and well-supported. We work closely with the East Middlesex Mosquito Control Project who treats mosquito larvae in wetlands with helicopter and portable sprayers and provides larvicide to DPW for treatment at the catch-basins in town. Additionally, mosquitoes are periodically collected from four trap locations in town to determine population numbers and species, and the mosquitoes are tested for the presence of disease. In an effort to control adult mosquito populations, truck-mounted aerosol spraying is conducted when elevated population numbers or mosquitos carrying disease are identified in the traps.

### FY19 Statistics

<b>Community Nurse Program</b>	<b>Num.</b>
Client Base	19
Number of new clients	3
Number of home visits	23
Number of office visits	10
Attendance at blood pressure clinics	129
TB Tests	0



<b>Communicable Disease Cases</b>	<b>Num.</b>
Babesiosis (5 confirmed, 1 probable)	6
Norovirus	1
Campylobacter	4
Cryptosporidiosis	1
Group A Strep	2
Giardiasis	1
Haemophilus Influenzae	1
Hepatitis A	1
Human Granulocytic Anaplasmosis	3
Influenza (45 confirmed, 6 suspect)	51*
Lyme Disease	26**
Mumps	1
Salmonella	2
Shiga Toxin Organism	1
Strep pneumonia	1
Tuberculosis	2
Varicella (1 probable, 1 suspect)	2

### NOTE:

\*Confirmed influenza cases do not require follow-up per state guidelines

\*\* indicates suspect cases, i.e. cases with clinical and/or laboratory evidence of the disease reported prior to the confirmation of the diagnosis

### Community Interventions

#### Vaccinations

- Flu Clinics (14 total): Bedford Day; 2-Employee Clinics; 3-Council on Aging Clinics; Town-Wide Clinic; Hanscom AFB; Ashby Place; Bedford High School; John Glenn Middle School; Food Pantry; Middlesex Community College; and Health Department Office Hours.
- A total of 1,049 flu vaccine doses were

# HUMAN SERVICES

## Board of Health

- administered for the 2018-2019 flu season.
- Pneumonia vaccination was offered; seven (7) doses were given.
- BOH provided outreach in response to an Hepatitis A outbreak among those with unstable housing and other risk factors; 1 vaccination was given.
- 3 Shingles vaccinations were given.
- Research and planning for HPV vaccination opportunities.

### Health Screenings

- Bedford Day services included: Emerson screenings for prostate, cholesterol, thyroid function; pulmonary function screening; blood pressure; flu shots; and mosquito and tick bite prevention.
- Two blood pressure screenings per month were conducted at the Council on Aging.



### Health Promotion

- Eleven health talks at the Council on Aging, with topics including hydration, bowel health, flu shot myths, cognitive health, marijuana/CBD, pre-surgical exercise, tea/chocolate/coffee, atrial fibrillation, end of life, bone density, and opioids/pain management.
- Updating Town Building hallway health boards.

### Community Safety

- BOH provided ongoing medication and sharps disposal kiosks at the Police Department. An additional sharps disposal

kiosk is at the Fire Department.

- Over 20 initial and/or follow-up home visits to assess fall-safety intervention opportunities and completion of work through the multi-departmental falls prevention program. Improvements were paid via the grant administered by the Council on Aging.
- BOH participated in the coordination of and provided direct intervention for residents deemed high-risk across varied domains.
- BOH completed 23 home visits to check on the status of residents deemed at risk.
- Three recreation-camp inspections were completed, for the purposes of permitting and communicating expectations.

### Miscellaneous

- An undergraduate public health intern in the Fall coordinated a project with the Council on Aging to deliver a presentation about pre-surgery exercise opportunities. This intern also assisted with data collection for the bus shelter project. A Masters of Public Health intern in the Spring shadowed inspections and began work on a mental health needs assessment survey.



## HUMAN SERVICES

### Board of Health

#### Food Protection/Environmental Health and Sanitation Program

Program Area	Permits	Inspections
Food Establishments	126	296
Routine Inspections		170
Complaint Inspections		21
Re-Inspections		95
New/Renovation Plan Reviews		10
Temporary Food Events	114	
Dairy	1	1
<b>Environmental Health</b>		
Permitted Beach/ Pools	15	43
Keeping of Animals/ Barn Inspections	12	19
Recreational Camps for Children	7	10
Tanning Establishments	0	0
Pre-Demolition/ Renovation Survey Reviews	21	
Burial Permits	188	
Funeral Directors	2	
Motels/Hotels	3	
Septic Haulers	8	
Emergency Beaver Permits	5	

Complaints Received/Investigated	Number
Nuisance	10
Noise/Animals/Odor	8
Housing	14
Food	21
Hotels/Motels/ Pools/Camps	0
Tobacco	2
Other	4

Hazardous Materials Program	Number
Materials Registrations	47
Biosafety (Recombinant DNA) Business Permits	10
Household Disposal Events	8
Resident Visits to Disposal Events	267

#### **FY20 PROJECTIONS**

The BOH has initiated efforts among partners in health, welfare and transportation in Town to construct and maintain the first public bus-stop shelter at the intersection of South Road and Railroad Avenue. Many of our underserved residents and business workers use the bus as their primary mode of transportation. Providing them a safe, maintained shelter is a priority of the BOH for the coming years. Following installation of this first shelter we look forward to the installation of a second shelter on Loomis Street at the intersection with Great Road.

We intend to enhance our vaccination offerings in FY20 by completing Shingrix vaccinations to those who have received a first dose, administering Hepatitis A vaccine to those at-risk, and collaborating with the schools to offer Human Papillomavirus (HPV) vaccinations to youth. With Youth and Family Services, the schools, and partners in the Concord and

## HUMAN SERVICES

### Board of Health

Carlisle Boards of Health we will initiate a Vaping Prevention Grant which will include parent education, school curriculum, vaping detection device purchases, diversion education, and cessation outreach.

As part of a pilot project with the Department of Public Works, BOH will evaluate tick populations and tick-infection rates at a town public playing field. Following the installation of a landscaped tick barrier, BOH will re-evaluate efficacy of the mitigation strategy.

Because mental health is a part of a person's overall health and takes into account a

person's psychological, emotional, and social well-being, we will seek input from residents via a survey regarding mental health needs. Goals include identifying the most beneficial services and programs and which barriers to accessing them may exist. We will then work with community partners and service providers to close the gap on any unmet needs.

The newly formed Health and Human Services (HHS) Department will provide direct assistance to connect residents to social services, aid programs, and medical insurance. And we look forward to expanding the role of Healthy Bedford to include chronic disease

### Council on Aging

**Alison Cservenschi, Director**  
**Allan Morgan, Board Chair**

#### **PURPOSE**

The Council on Aging (COA) provides services, programs, and activities to maintain and increase seniors' independence and quality of life.

COA provides assistance for caregivers, families and professional elder service providers. COA promotes an interdependent, multigenerational community and encourages all residents aged 60 to 106 to get involved with the programs and services offered.

These activities and programs assist seniors meet physical, emotional, social, spiritual and financial challenges of aging, as well as provide opportunities for personal development, new experiences, life-long learning and overall fulfillment at this stage of life. To reach as

many older adults as possible, COA is open weekdays, evenings and Saturdays.

COA offers a wide range of services:

- Social, educational and recreational events and programs that promote healthy aging both in and out of the center, year-round.
- On-site health services, health education, wellness screening and fitness programs.
- Development and coordination of engagement, volunteer, and employment opportunities to benefit older adults.
- Free confidential consultation, information, and education to seniors and caregivers about aging-related issues and services.
- Community education for seniors, their families, professionals, and local businesses around aging, health, legal, and financial challenges of transitions through the lifespan and how the needs of seniors can be met with community resources.

## HUMAN SERVICES

### Council on Aging

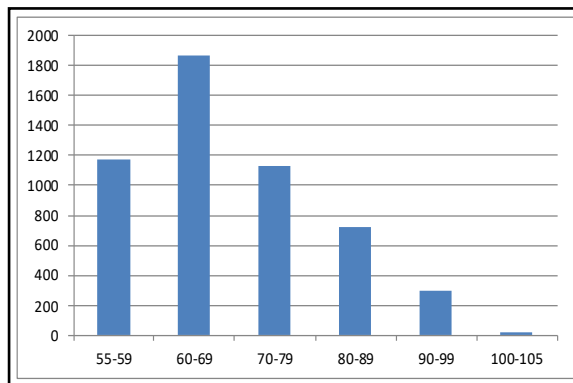
#### **EMPLOYEE STATISTICS**

3 Full-Time

4 Part-Time

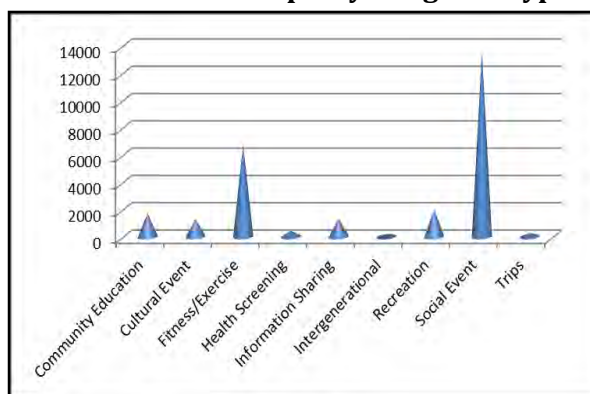
#### **FY19 HIGHLIGHTS**

##### **Senior Census Profile By Age Range**



Bedford's 60+ population has grown since last year by 49 residents to 4,033, accounting for 29% of the community. The highest age range is 60-69 year-olds, totaling 1,869. There are 1,131 seniors in the 70-79 age range, 720 who are 80-89, 295 who are 90-99, and 17 who are 100 years or older, the oldest two being 105. Future planning for COA will need to consider the 1,169 people aged 55 to 59 years who will be eligible for COA services in the next five years.

##### **Area Attendance Graph by Program Type**



#### **Senior Center Programming**

Attendance at COA activities is strong as may be expected due to the growing number of those aged 60 and older. The total number of COA visits counted for FY19 was 25,610. The unduplicated senior count, which represents single individuals, counted for 1,336 people, 162 more than in FY18. Of this total, 978 were Bedford residents (73%) and 358 were from out-of-town (27%).

Our office welcomes between 80 and 100+ attendees each day. COA Board and staff continue to work on a strategic plan to address the needs and desires of the 60+ year-old population in the community. Ongoing considerations must take into account younger, middle and older seniors, as needs within these sub-groups are varied and diverse. COA continues to monitor program, service and space needs (especially parking) as participation grows.

#### **Improved Outreach Efforts by Service Type (March through June 2019)**

The COA Social Worker assisted 244 individuals with complex needs requiring coordinated services from March to June. Top areas in order of need included: 'Are you ok' check-ins, fall-prevention, assistance with food insecurity, medical and family support, housing, homecare, and transportation.

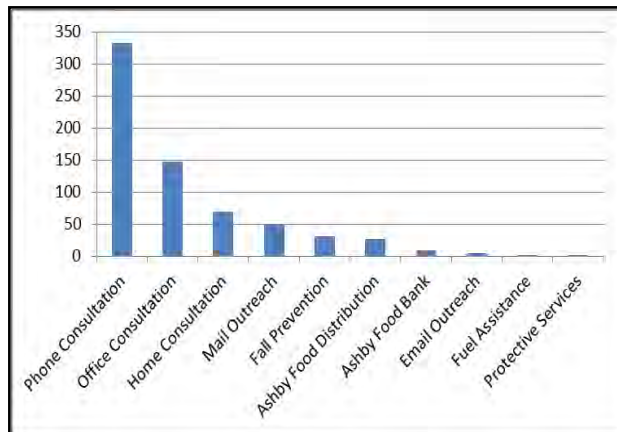
The role of the social worker includes education and assistance in applying for, and finding, appropriate, safe living situations (such as home-with-services, independent or assisted living, memory care or nursing facilities). The Social Worker also provides one-on-one counseling around in-home services, information and referrals, fuel and food resources, employment, engagement and volunteer opportunities. Caregiver support is



# HUMAN SERVICES

## Council on Aging

a growing need as more people live longer.



### **FY19 HIGHLIGHTS**

#### **Strategic Plan**

The COA Board developed a Strategic Plan in response to the Comprehensive Town Needs Assessment undertaken by the Center for Social and Demographic Research on Aging within the Gerontology Institute at the University of Massachusetts Boston. A survey was completed in June 2018 resulting in 1,560 responses. Focus groups, key-informant interviews, peer comparisons and two community presentations were part of this project and were included in the report, which is available on the Town website.

Findings from the study provided the Board and staff valuable information supporting existing programs and services as well as considering new programs and services. COA Board and Staff shared this information with Town committees interested in Housing, Transportation and Area-Planning studies. The Board and Director will continue to share the needs and interests of the growing senior demographic in the next 5 to 10 years.

#### **Falls-Prevention \$25,000 Grant**

A collaborative effort among the Bedford Board

of Health, COA, Fire Department and Minuteman Senior Services resulted in the award from the Community Health Area Network 15 Determination of Need funds from Lahey Hospital and Medical Center and Winchester Hospital (CHNA15). More details can be found in the Board of Health section above.

#### **Minuteman Senior Services (MMSS) Congregate Meals**

Five thousand two hundred thirty three (5,233) meals were served by MMSS staff and volunteers on Mondays, Wednesdays, and Fridays, a 425 meal increase since FY18. One hundred twenty five (125) unduplicated seniors attend this popular program which is up by 40 individuals. The policy allowing Bedford residents to sign up two-days ahead and out-of-Town residents one-day ahead continues to manage wait lists. This year, a Code of Conduct policy, which addresses challenging residents, was instituted for all MMSS congregate meal programs. The lunches are coordinated by senior volunteers, senior employees, and Carleton Willard Village who provides the meal. Also, the MMSS office in Town Center, provides Meals on Wheels to homebound residents. This year Meals on Wheels served 9,086 meals to 85 unduplicated seniors, which is up by 3,118 meals in FY19.

#### **Fifth Annual Jacob Wren Art Show**

COA hosted the fifth annual Jacob Wren Throckmorton Memorial Art Show in honor of a COA-student-volunteer who passed away tragically at a young age. It is used to partially fund arts programs for seniors for the upcoming year. In FY19, the show raised \$1,669 over the two-day event.

Additionally, the fund helped continue the annual greeting cards competition which

## HUMAN SERVICES

### Council on Aging

encourages local, older artists to submit original pieces. The winners' entries were printed as greeting cards with an acknowledgement of Jacob, along with the local artist, on the back of each card. The cards are used by COA's sunshine program mailings for senior birthdays, get-well wishes and thank-yous to donors. The project extends the art show throughout the year and card-recipients feel connected to their community, are reminded of local Town talent and of Jacob and his love for older adults and art.

#### **SHINE Counseling**

In collaboration with Minuteman Senior Services, two volunteer SHINE counselors spent 143 hours assisting seniors with health insurance and Medicare/Medicaid questions. Service includes direct counseling, research, follow up and supportive assistance in the challenging medical insurance environment.

COA advertises the free program, arranges appointments, and coordinates with SHINE counselors throughout the year. During Annual Open Enrollment, COA provides space for an educational program for residents to change health care plans and arrange vital appointments. COA helps meet program goals of reaching 3% to 5% of the community's Medicare beneficiaries every year.

#### **Durable Medical Equipment (DME)**

COA lends walkers and wheelchairs to Bedford seniors, following a check by COA's Fix-It-Shop. In FY19, 64 equipment items were processed and loaned out. In stores, this equipment ranges from \$30-\$80 and \$80-\$150 respectively. The program saves hundreds of dollars in purchases for short-term use following surgeries, discharges from rehab or hospital, vacations and for out-of-town seniors visiting family in Bedford.

#### **FoodLink: Rescue Food, Nourish Our Community**

FoodLink is a community organization that rescues fresh food, alleviates hunger and contributes to environmental sustainability. COA connected with FoodLink to address food insecurities and provide healthy alternatives for attendees. Each week, FoodLink volunteers deliver a variety of produce and shelf-stable items from Whole Foods, Trader Joes, and other local markets. The program compliments daily bread and pastry donations.

#### **First Greater Boston Food Bank Distribution for Seniors**

In collaboration with the Greater Boston Food Bank and Bedford Housing Authority, COA coordinated monthly food distribution at Ashby Place. The program provides non-perishable and fresh produce at no cost. This program serves residents aged 60+ who qualify financially and it creates volunteer opportunities for those looking to give back.

Sixty-one (61) individuals took advantage of the program and 325 bundles were delivered. The food bank offers an 'open table' for anyone to come and pick up excess from the left-over table. Additionally, at the end of the distribution any extra items are brought back to COA for re-distribution, given to the Town's Thursday food pantry and/or stored in COA's emergency food bank. Food insecurity is a serious concern for seniors, leading to unnecessary hospitalizations and poor nutritional health. The Social Worker completed required training at the Greater Boston Food Bank to be a second, trained person who can administer this program.

#### **Newsletter: COA Connections**

Each month, residents aged 60+ receive a newsletter detailing programs and services

# HUMAN SERVICES

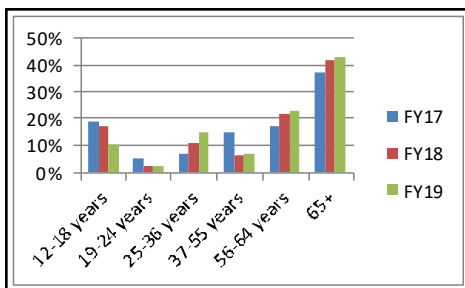
## Council on Aging

called COA Connections, a free publication through Liturgical Publications. The newsletter is available on-line and by subscription and receives financial support from local organizations through paid advertisements. The newsletter increased from 12 to 16 pages allowing for increased font size, a Social Work column, and more detailed explanations of trips. COA sent 24,177 newsletters. The newsletter would not be possible without our 45 volunteers who work five-hours each month to fold, label and batch newsletters.

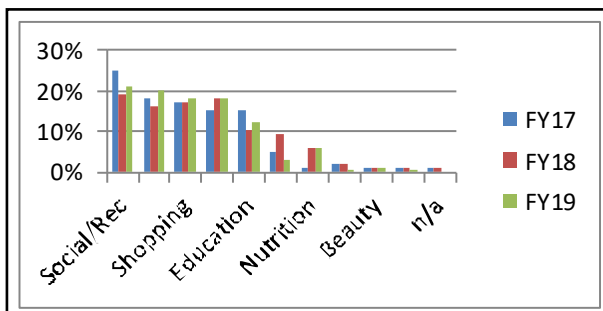
### Dash: Final Year of 3-Year Pilot Program

The Director continued as a member of the Dash team. The pilot program ended this year. The bar charts show ridership by age and top destinations. The 65+ age group counted for most of the ridership, which increased over the course of the pilot. The chart demonstrates the need for social, recreational and medical rides.

### Completed Community Rides During Pilot Distribution of Riders by Age



### Distribution of Destination

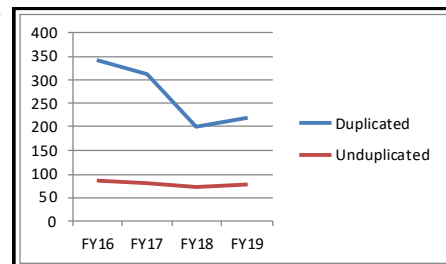


### Wheels of Life Program Funded by Carleton Willard Village

This unique program provides limited medical rides, transporting older adults to local clinics and area hospitals. In FY19, 218 medical rides were arranged and completed with continued, generous funding from Carleton Willard in collaboration with Bedford Red Cab taxi service.

Two hundred two (202) rides were provided for community dwelling seniors and 16 were completed for Carleton Willard Village residents. The number of rides grew by 20 compared to FY18.

While the Dash pilot program operated, Wheels of Life ridership went down. This suggests that older residents were using Dash for medical appointments, supplementing the Wheels of Life program. The line-graph below demonstrates how ridership to medical appointments changed during the Dash pilot program.



### Volunteer Opportunities

One hundred fifty nine (159) volunteers worked 10,131 hours in FY19 compared to 141 volunteers and 9,960 hours in FY18. These hours are a great value to COA and the Town. Considering a minimum wage of \$11/hour, the COA budget would need to increase by \$111,441 to pay each person for their time. Volunteers consisted of in-Town and out-of-Town residents. New volunteer opportunities were developed with the Greater Boston Food

## HUMAN SERVICES

### Council on Aging

Bank and the weekly Asian social group.

#### **Year Two of COA's Memory Café**

In Collaboration with Cooperative Elders & Friends of Bedford Council on Aging (FBCOA), seniors living with dementia and their caregivers were provided safe, secure parallel programs at COA again this year. This monthly program encouraged socialization, re-connection with the community and relief for caregivers with structured, dementia-friendly programming. The FBCOA assisted with fundraising efforts to maintain this program again this year.

#### **Bedford Local Transit (BLT)**



#### **FY20 PROJECTIONS**

##### **Continued Strategic Planning**

The COA Board will continue to work on solutions older-adult needs based on the results of the Town Needs Assessment by researchers at the Gerontology Institute at UMass Boston. The Board is expanding its list of key goals to include action items to pursue over the next 5 to 10 years.

To support this work, the Board has created subcommittees to analyze existing services, project future needs, and create new initiatives in the areas of transportation, housing, and communications. In addition to this ongoing work, another subcommittee will analyze existing programs, services and facilities, and develop a long-range plan for new and enhanced ones.

#### **Bedford Local Transit (BLT)**

Bedford Local Transit services mostly older residents, and replacing the BLT van will be a key focus this year.

#### **Housing Assessment**

The Board will analyze the Town Housing Study results for ideas that meet the extensive housing needs of older adults in Bedford.

To further these efforts, the Board and staff are collaborating with other Town staff, Boards and Committees, as well as regional planning efforts such as the work of the MAGIC Sub-region of the Metropolitan Area Planning Council on age-friendly initiatives.

#### **Outreach/Identification of At- Risk Seniors**

In coordination with the Fire Department and Board of Health, COA will continue confidential outreach, assessment, services, education and interventions to those in need of support due to repeated falls. Falls are one of the highest risk-factors for older people, resulting in serious injury and permanent disability.

#### **Development of Social Work Students**

COA will collaborate with Simmons College to place a Social Work student. This will enable COA to expand outreach and communications.

# HUMAN SERVICES

## Recreation Department

**Robin Steele, Recreation Commission Chair**  
**Amy Hamilton, Director**

### PURPOSE

The Recreation Department offers a variety of adult and youth programs throughout the year in order to satisfy diverse community desires. These programs reflect the interests of the residents and foster a sense of community. Programs are self-supporting and costs are kept to a minimum thanks to dedicated, volunteer/resident efforts. Department administration is supported by Annual Town Meeting appropriated funds as well as program fees.

Department guidelines and policies are established by a five member, Selectmen-appointed commission that meets monthly. Three or four town-wide mailings distribute program brochures to each residence yearly and recreation information is posted at: [www.bedfordrecreation.org](http://www.bedfordrecreation.org).

Programs are held at Town Center, School facilities, various rental facilities, Springs Brook Park, or on fields maintained by the Department of Public Works. Youth and Adult programs include: dance, gymnastics, the arts, music, soccer, basketball, volleyball, golf, fitness, tennis, skiing, science, special events and trips to shows and places of interest. The Recreation Department coordinates the Town's annual Bedford Day, Summer Concerts and Tree Lighting.

Popular summer programs include sports camps, theater, science camps, Springs Brook Park open-swimming and swim lessons, Summer Adventures, middle school programs and Kids' Club.

Kids' Club is the school-age, child-care

program for kindergarteners through grade five. Housed in rental space at 12 Mudge Way and using facilities at Lane Elementary School, it operates all-year and both meets residential child-care needs as well as offers wonderful activities in a safe and caring environment.

The Corner is a popular youth center for Middle Schoolers, offering drop-in structured and unstructured after-school activities, with no fee to attend.

Volunteers make tremendous contributions; basketball, soccer, and skiing are all volunteer-led programs.

Private organizations offering programs for Bedford youth include: Bedford Babe Ruth Baseball and Softball, Lexington/Bedford Pop Warner Football, Bedford Youth Lacrosse, Bedford Travel Basketball, and Lexington/Bedford Youth Hockey. Bedford Recreation works with these private organizations to understand and accommodate their space requirements, permit field use, and develop forward-looking infrastructure requirements. The Department offers guidance to these programs based on years of programming experience. Interaction with these organizations and ongoing communication with involved families enables the Recreation Department to understand ever-changing Town needs.

### EMPLOYEE STATISTICS

Full-Time: 2\*



\*Additional Full-Time and Part-Time Staff are funded by a Recreation Revolving Fund (program fees)



## HUMAN SERVICES

### Recreation Department

#### **FY19 HIGHLIGHTS**

- Budget of approximately \$3M
- ~300 volunteers coached, chaperoned and coordinated programs and activities
- ~130 vendors
- More than 200 staff on payroll
- ~10,000 registrations
- ~4,000 people served by programs/events (not including Springs Brook Park, Bedford Day, Summer Concerts or Tree Lighting)
- Summer Adventures hired 65 young adults
- Year 2 of Summer Adventures Counselor-in-Training program included 40 teens
- Springs Brook Park hired 24 teens as Crew and 18 young adults as Lifeguards
- 22 teens worked as Basketball Referees
- 30 teens volunteered to coach basketball
- Programs operated 7:00 a.m. to 11:00 p.m.
- Programs offered seven days/week
- Many programs were at or near capacity
- Most waiting-lists result from facility constraints
- 3 BHS Varsity teams offer youth clinics, providing team-fundraising and participant-mentor opportunities
- Offered exposure to technology/iRobot to elementary through high school children
- Initiated Middle School strength and conditioning program with JGMS PE staff
- Expanded opportunities for farming programs with Chip In Farm
- Second season of point-of-sale technology at Springs Brook Park, expanding payment options, data-gathering and reporting
- Kids' Club offered care before and after school and during school vacations (including summer), often operating at



capacity. After-school capacity is currently at 246 children/day

- With Bedford Embraces Diversity, merged Bedford Day and Multi-Cultural Fairs
- Popular Summer Concert events included attractions such as pony rides, the New England Aquarium Traveling Tide Pool, and inflatable slides and obstacle courses
- Many at-risk youth were served, often in partnership with our school liaisons.
- ~175 financial assistance awards totaling over \$40,000 enabled a many residents to participate in Recreation programs

#### **FY20 PROJECTIONS**

- Recreation will evaluate program offerings to ensure community needs and desires are met to the greatest extent possible
- We will explore space-needs options
- We will evaluate and potentially redesign the Springs Brook Park operating model

The Recreation Department looks forward to resident involvement in FY20. Those interested in teaching, coaching, or volunteering should contact the Office.

(Note: "~" means approximate)





## HUMAN SERVICES

### Youth and Family Services

**Sue Baldauf, *Director***  
**Peter Ricci, *Committee Chair***

#### **PURPOSE**

Bedford Youth and Family Services (YFS) identifies social, emotional and developmental needs of children, youth, adults and families, and through programs, services, outreach and support, strives to meet those needs.

YFS provides supportive counseling, community education, prevention resources and referrals, youth empowerment programming, healthy community programming and wellness outreach. Staff works closely with schools, Police, other departments, community agencies and citizen groups. We envision a town committed to the well-being and safety of children, youth, and families; a town that promotes community awareness of healthy lifestyles and a town where these commitments are demonstrated in policies and actions.

The Department continues to promote inclusiveness, diversity, and cultural competence in both individual and programmatic dealings. The 9-member Youth and Family Services Committee, which meets 5 times annually, provides advice to the Department on programs and services that identify and address social, emotional, and developmental needs of children, youths, adults and families in Bedford.

#### **EMPLOYEE STATISTICS**

Full-time Employees: 3  
Part-time Employees: 1

#### **FY19 HIGHLIGHTS**

##### **Supportive Counseling**

This year marked the 29th successful year collaborating with Eliot Community Human

Services on the provision of counseling services to Bedford residents. Services were provided by four licensed, trained clinicians at our offices in the Bedford Town Center building, at other school and community sites and at the Eliot offices in Concord.

Counseling services were provided to 186 different residents, and Eliot's clinical staff provided an average of 11 hours of service per person at both the YFS office and Eliot's Concord office sites, combined.

The Prevention Coordinator and Director aided residents with applications for fuel assistance, housing, food stamps and other resources.

#### **Veterans' Services**

This year marked the sixth year of providing Veterans Services. Created in February 2013 and recertified by the Massachusetts Department of Veterans Services through June 30, 2021, the Lexington-Bedford Veterans District's mission is to support veterans and their families in need of service and provide information and access to services for which they are eligible under the law. The district has a full-time Director and part-time Veterans Services Officer (VSO).

The Veterans' Services Office was relocated from Town Center to Town Hall where a larger and more open office creates an inviting environment. It is a more visible setting for Veterans who may seek help from the Bedford Veterans Hospital, the newer 70-bed Bedford Green housing for chronically homeless veterans age 55 and over, and with any future planned housing for homeless veterans, the office has extended its hours to reflect those of Town Hall to provide veterans with greater access to benefits and services.

## HUMAN SERVICES

### Youth and Family Services

The Lexington-Bedford Veterans District conducted outreach via newspaper articles and regular visits to community settings for educational and support purposes.

Veterans' Services documented 422 face-to-face contacts on veteran-related issues, fielded 850 phone calls and emails, and provided eight community support sessions with approximately 50 participants. With Bedford Green at full occupancy, we continue to see the majority of the Chapter 115 veterans' benefits clients come from that venue, necessitating Veterans Agent presence on site at least twice a month. VSO participates regularly in the Patriotic Holidays Committee and Veterans Day and Memorial Day remembrances.



#### **Education, Outreach, Resources and Referrals**

We strive to provide meaningful and responsive outreach and education through parent education, youth programs, community collaboration and access to impactful resources. The following are programmatic highlights from FY19:

- Safe Homes Program, in its 13th year, supported parental limit-setting on alcohol and drug use at teen parties Enrollment of ~267 families represented 362 students.
- Provided outreach for the 20<sup>th</sup> annual town-wide Substance Abuse Awareness Month

with prevention-focused newspaper articles and bulletin board displays at both the middle and high schools (topics included stress, friendship, transitions, safe driving, and alcohol use.)

- Disseminated results of the 10th Youth Risk Behavior Survey completed in 2018 in collaboration with the schools and Social Science Research and Evaluation (SSRE).
- Regular prevention programming at all schools and successful offering of tobacco, drug and alcohol education and diversion programs with support from both the Police Department and school system, including a continued pilot vaping education program at the high school.
- Worked with Temple Isaiah of Lexington to provide holiday meals and gift assistance through the Beacon Santa and the Bedford Fire Department's Toys for Local Children program.
- Parent education events at the High School and Library reached ~400 parents and professionals; topics addressed vaping, internet safety, student stress, and suicide prevention.
- Further development of parenting and youth sections of the website.
- Assisted the At-Risk Task Force with outreach opportunities and interventions for those struggling with family, financial, substance use and/or hoarding issues.
- Updated and distributed the Community Social Services Reference Guide, 11th Edition. It is available at the office and on our website.
- Worked with the Violence Prevention Coalition of Bedford (VPC), the Police Department, and local clergy regarding a local gun buyback program and provided community education in collaboration with Bedford Embraces Diversity for a

## HUMAN SERVICES

### Youth and Family Services

community education event about Ballot Question 3.

#### **Youth Empowerment**

The Peer Mentoring program was a successful After School option. Our trained high school student mentors offered activities for middle school students in The Corner, the youth space in Town Center overseen by the Recreation Department.

Job Match continues to be an important resource for residents and rewarding learning experience for teens. The program matches work-seeking youths with residents needing services. There have been ~80 contacts related to the service with about 50 matches. Many satisfied residents have participated in the program over the years.

YFS collaborated with the Bedford Chamber of Commerce on the eighth RAY (Recognize A Youth) Award, which was established to identify a high school aged person who performs outstanding community service and/or is an excellent role model for their peers. This award was given at the Chamber's Annual Dinner in February.

#### **Healthy Bedford**

Healthy Bedford was honored with a 2019 Exemplary Program Honorable Mention Award for the Northeast Region by MassDOT's Safe Routes to School (SRTS) Program for Lane School. The group participated in the awards ceremony at the State House in May.

Lahey Hospital & Medical Center provided funds via a grant issued by CHNA 15 to support a Bicycle Lending program that promotes bicycle skills and safety. The equipment was used in May at the first Lane Elementary

School Bicycle Rodeo, conducted in partnership with MassBike, where over 70 third grade students worked on basic bike skill enhancement and safety. Bikes and equipment can be borrowed by contacting the YFS office.

The 15 member Healthy Bedford Task Force meets quarterly. It promoted "Active Transit Spring" in order to promote and highlight active town transportation. The Town Pedestrian and Bicycle Master Plan guides many infrastructure and non-infrastructure improvements, and the non-infrastructure portion of the plan is updated biannually.

Healthy Bedford administered the final year of the pilot local transportation option called "DASH" which concluded June 30, 2019. Data gathered from the pilot program will inform transportation considerations and be useful in grant applications.

Continuing initiatives include: promoting and expanding the Park and Pedal program; supporting the Healthy Dining program and community garden project; exploring new initiatives like the Davis School Connector, and the National Fitness Campaign.

The webpage promotes healthy lifestyles along with health and wellness resources for families to address high Body Mass Index (BMI) rates, especially in children, and the promotion of "Healthy Bedford/Healthier Dining" initiative in conjunction with the Health Department. The webpage incorporates the SRTS initiative begun ten years ago in initial collaboration with Health, Bedford Public Schools, Police and Bicycle Advisory Committee. SRTS programming includes designated days for students to walk or bike to school as well as on-site bicycle and

## HUMAN SERVICES

### Youth and Family Services

pedestrian safety training at the elementary schools. Eligible schools have signed on to SRTS (Lane, Davis, and John Glenn Middle School), and participated in events. Bedford actively worked with MA Department of Transportation on behalf of Davis School to propose infrastructure enhancement to improve safe walking and bicycling access to the school from Lavender Lane and the Minuteman Bikeway Extension. Although our grant proposal was not funded in FY19, going forward we will continue to explore funding options for this or similar infrastructure.

#### **FY20 PROJECTIONS**

YFS and the Board of Health, Council on Aging and Veteran's Service have the opportunity to combine departments and implement a holistic model of human services.

The new Health and Human Services Department (HHS) will enable a cohesive approach to health and wellness – taking into account physical and mental health in the provision of social services for all age groups. HHS as a whole will provide direct assistance with various social services and medical insurance and looks forward to expanding the role of Healthy Bedford to include chronic disease outreach and prevention programming. The current Health Director is well positioned to lead HHS, provide management, direction and resources and ensure efficient and comprehensive delivery of services.

#### **Health and Human Services**

Goals include: hiring a Community Social Worker, revising the website to include readily available resources, working with the Schools on a Vaping Prevention Grant as well as social programming, and evaluating the counseling service contract and program with Eliot.

Addressing the needs of at-risk residents, the new social worker will provide direct outreach into the community to connect with adults, youth and families in places they feel comfortable. The COA Social Worker has made tremendous strides with the senior population in this arena. Additionally, with Veterans' Services shifting under the HHS umbrella, we are committed to serve veteran needs.

The new HHS model will value not only meeting veterans' financial needs through eligible benefit delivery, but making concerted efforts to connect veterans with useful social services, COA activities, and health and wellness programming offered through the Town.

#### **Further goals for FY20 include**

- Enhancing web-based parent-education resources and offerings.
- Supporting Healthy Bedford's current activities and new initiatives such as a parklet at Veterans Memorial Park.
- Collaborating with the At-Risk Task Force, not only developing hoarding prevention and de-cluttering education but working on prevention interventions for any resident at risk in any area.
- Coordinating the 2020 Youth Risk Behavior Survey for JGMS and BHS.
- Recruiting/training High School students to mentor middle schoolers at the Corner.
- With the Schools and Recreation Department enhancing outreach to all new residents and families to ensure awareness of educational, recreational and social service offerings in the Town.
- Promoting engagement and a sense of community while reducing isolation.

## DEPARTMENT OF PUBLIC WORKS

**David Manugian, Director**



### **PURPOSE**

The Department of Public Works' (DPW) mission is to provide high quality, essential municipal services to Bedford residents, businesses, and visitors in an efficient and cost effective manner.

DPW is responsible for supervising the design and construction of non-building capital infrastructure. The Grounds Division performs interments and maintains 21 acres at two Town cemeteries in addition to the complete maintenance of 130 acres of athletic fields and parkland. The Highway Division maintains the quality and drivability of the Town's 82 miles of paved roads and their drainage systems as well as 32 miles of sidewalks and bikeways. The Mechanical Division maintains and repairs most Town vehicles. The Water/Sewer Divisions oversee the day-to-day operations and maintenance of the Town's 80 miles of water mains, 5,200 water service connections, approximately 4,500 sewer service connections, and 800 fire hydrants.

DPW also provides engineering services to other Departments and provides labor and support for local events such as Pole Capping, Memorial Day, Fourth of July, Bedford Day, Veterans Day, summer concerts, and holiday tree lighting.

### **EMPLOYEE STATISTICS**

Full-Time Administration and Engineering:	13.6
Full-Time Grounds:	8.0
Full-Time Highway	7.0
Full-Time Mechanical:	4.0
Full-Time Sewer:	5.0
Full-Time Water:	4.0
Full-Time Equivalent Seasonal Labor:	1.5
Part-Time Employee (started May1)	0.45

### **FY19 HIGHLIGHTS**

#### **Administration**

DPW reorganized its operational structure within the existing staff to better reflect current services. These services include an increase of capital projects on an annual basis. The changes include an internal promotion to a new Information and Procurement Analyst position (mirroring the Facilities Department organization) and hiring a part-time employee as the Transportation Program Manager. DPW continued to work closely with multiple boards and committees including Selectmen, Planning Board, Conservation Commission, Trails Committee, Arbor Resources Committee, and Depot Park Advisory Committee.

Karen Kennedy was promoted to the position of Information and Procurement Analyst and Jeanette Rebecchi was hired as the DPW Transportation Program Manager.





## DEPARTMENT OF PUBLIC WORKS

### Engineering

The Engineering Division oversaw the final design and construction of the Hartford Street neighborhood roadway improvements. The project included new sidewalks, granite curbing, and raised crosswalks to address traffic-calming. The Division worked with the abutters along Pine Hill Road to construct the missing section of bituminous sidewalk between Heritage Drive and North Road. The Washington Street pedestrian bridge was installed, linking the local neighborhood to the Reformatory Branch (Minuteman Bikeway Extension) trail and to the school campus.



Work continues along Middlesex Turnpike from Crosby Drive into the Town of Billerica. During the first year of the five-year project, the drainage system was replaced along the northbound lane and several of the stormwater/wetland replication areas were completed. The new bridge walls on the downstream side of the Shawsheen River were set in place. The project will add a second travel lane in both directions, new concrete sidewalks, bike shoulders, and traffic control signals.

The Engineering Division, which provides support to the Trails Committee, filed environmental permits for bog bridges in the Springs Brook Conservation Area and the public pedestrian easements for Huckins Farm.

A new public pedestrian easement was also finalized and recorded for a trail connecting Old Causeway Road to the Peppergrass Brook Conservation Area through land owned by Harvard University.

FY19 marked “Permit Year 1” for the Town’s EPA General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems (MS4 Permit). After completing the required Notice of Intent in the fall of 2018, the Engineering Division will work with an environmental consultant to complete the multitude of requirements for both Year 1 and Year 2 of the Permit. The Town’s “Stormwater Management Plan”, and “Illicit Discharge Detection and Elimination (IDDE) Program” were completed and the Stormwater website was revamped to include pertinent information. As required, the Engineering Division continued public education and outreach on topics including pet waste management, septic system maintenance, and proper disposal of leaf litter to reduce unwanted nutrients to our rivers and streams.

The GIS system continues to add and update data layers for DPW and other Town departments. In the spring of 2019, the Town was flown to capture new aerial photography; previous photos were taken in 2003, so this will provide the GIS with current data related to all visible infrastructure. Plans and recorded documents are continuously uploaded to the online database – in particular easements, which were extensively researched by referencing the Registry of Deeds. Street acceptance information was gathered to supplement Town records and to file with MassDOT’s new roadway inventory system, the basis of our annual Chapter 90 funding.

### Highway

The Highway Division is responsible for the maintenance and improvements to the Town’s infrastructure. Functions of the Division



## DEPARTMENT OF PUBLIC WORKS

include snow and ice removal, pavement management, drainage system maintenance, pavement markings, traffic signal maintenance, street sweeping, catch basin cleaning, and sidewalk repairs.

As part of the FY19 Pavement Management program, Revolutionary Ridge Rd, Coachman Lane from Revolutionary Ridge to Battle Flag Rd, Pine St, Curve St, Short St, Sunnyfield Rd, Labo Lane, Old Causeway Rd, Dunster Rd, and Dudley Rd from 2<sup>nd</sup> Pickman to the Billerica line were reconstructed. This required restoring 6.4 miles of roadway edges using loam from our yard waste composting efforts. We also utilized a cold-in-place recycling process to rehabilitate Brooksbie Road, Parts of Page and Old Billerica Roads. The Pavement Condition Index, PCI, for Town roadways is currently 68.9 which is a 6.9 point increase over the last two years. This demonstrates that the Town's pavement management plan is sound. We will continue to work to improve this number by implementing new pavement surface treatments along with our current resurfacing and reconstruction methods. In several areas, excess pavement was removed and restored to a permeable surface to improve Town drainage and water quality.

The Highway Division replaced approximately 600 feet of failing corrugated steel drain line ahead of 2019 paving, including 250' on Deangelo Drive. The Highway Division shimmed 52 manholes with rubberized asphalt filler that works to level off raised manholes greatly reducing damage to plows and equipment during snow removal operations. It was a slightly above-average winter (55 inches of snow), with the DPW responding to 25 snow and ice events, 11 of which were multiple day events.

### **Mechanical**

The Mechanical Division is responsible for the specification, purchase, maintenance, and

repair of approximately 125 town vehicles and equipment. This involves diagnosing and repairing, welding and fabrication, as well as all preventative maintenance for the Town's fleet of automotive, heavy truck, small and heavy equipment, as well as all snow removal apparatus.



The Mechanical Division continued to recycle tires, parts cleaner, and waste oil which have beneficial reuse. This division continues to place great emphasis on preventative maintenance which has been improved by utilizing our preventative maintenance schedule, which also allows us to better plan our daily work and helps to eliminate unnecessary service related work saving Town resources. Work continues to organize the parts storage area and focus on inventory management.

### **Sewer**

The Sewer Division evaluated the reliability of the Town's 30 pumping stations and 85 miles of collection system infrastructure. Great Road sewer pump station upgrades were completed; including the installation of a sewer bypass pipe and a refurbished pump that was replaced in FY18. Rehabilitation work began at the Old Billerica Rd pumping station. A new sewer force main was installed and new sewer

## DEPARTMENT OF PUBLIC WORKS

station was designed and is scheduled for completion in FY20.

The sewer division continues to operate and maintain the pumping and control equipment at Springs Brook Park. It installed two new circulation pumps and chlorination pump.

### Water

The Water Division started a meter replacement project with a contractor to replace existing older meters with “ecoder” meters capable of remote-readings. The project will be completed mid-FY20. DPW will then work toward the next phase (collecting pertinent data for Sump Pumps and planning a program that curtails illegal discharges to the sewer system).

The water Division bid out the project for the Water Tank maintenance program. This is a 14 year contract for rehabilitation and on-going repair/maintenance. The program will take care of safety, structural, sanitary and coating requirements for all 3 tanks located in town.

In the spring the Town continued its fire hydrant repair program.

### Grounds

The Grounds Division completed more than 1,250 work orders, including 289 sports field-related, 229 cemetery-related, 133 tree-related, 99 parks and playground-related, 62 for holidays and special events, 42 related to care and maintenance of the Town flags, and 406 for other activities including maintenance at schools and Town buildings, assisting contractors on construction projects, dealing with bees and other pests.

In the spring and summer, the Division worked with the Lane School Playground Committee to redevelop the playground, including new



elements such as swings and wheelchair-accessible components. .

For Arbor Day, the Grounds Division worked with the Arbor Resources Committee to plant a viburnum in front of the John Glenn Middle School.

In October, Grounds Operations Manager Dennis Freeman was promoted from acting to permanent Tree Warden. This reestablished the Warden position to comply with MA Department of Agricultural Resources’ Pesticide licensing. Dennis has many years of experience and much local tree knowledge.



### Refuse and Recycling

In addition to traditional activities, the Refuse & Recycling Division negotiated a 5-year contract with Republic Services, implemented automated recycling collection, and reorganized the billing process for additional trash carts. All program-enrolled residents receive an invoice in October.

## DEPARTMENT OF PUBLIC WORKS

The Refuse & Recycling Division hosted two recycling events in 2019. In October, 432 car visits were recorded and more than 16 tons of materials dropped off including 13,800 pounds of shredded paper, 14,000 pounds of electronic waste, and 2,240 pounds of scrap metal. In May, there were 171 car visits and four tons of material dropped off including 3,658 pounds of shredded paper and 2,040 pounds of scrap metal.

Dramatic changes in the global market provided new challenges to reduce recycling bin contamination. The Town incurred about \$61,000 in recycling processing costs.

Single stream recycling was down 97.83 tons (6.7%) compared to FY18. Trash from residential collection was down less than 1% (17.6 tons) while trash from Town facilities decreased by 7.5 tons (less than 1%). The curbside recycling rate (residents and Town buildings) was 29.3% while the overall recycling rate was 30.4%. Bedford avoided \$122,951 in tip fees at the incinerator.

The Refuse and Recycling Division managed Town compliance to Universal Waste regulations. It provided residents and Town Departments the ability to recycle fluorescent lamps and various types of batteries (1,418 pounds) as well as 20.6 tons of scrap metal, 14.73 tons of wood waste, and 2.3 tons of tires from Town Departments.

A new recycling program was initiated where the Town moved from manual to automated recycling. Approximately 4,500 new recycling bins (staged behind the library) were delivered to residents over the course of a week in late June. Direct mail pieces were sent to each household announcing the Holiday collection schedule and explaining the new recycling program. Each resident received an annual

brochure and Compost Center (108 Carlisle Road) schedule/calendar.

### **FY20 PROJECTIONS**

DPW will focus on completing a number of capital projects. Vehicle planning will include more electric, hybrid, and efficient vehicles. Master planning will start for future use of the Shawsheen Cemetery as well as the seasonal storage facility/compost center.

### **Engineering**

The Engineering Division will focus on overseeing the installation of the Davis Road Boardwalk, the Lantern Lane Pedestrian Bridge, dredging of Fawn Lake and replacing the adjacent dam, preparing plans for water main improvements, and filing applicable permits for roadway paving and other construction projects. Engineering will continue to work with its consultants on the Great Road corridor and Minuteman Bikeway Extension. It will continue to incorporate components of the Bike/Ped Master Plan, Great Road Streetscapes Master Plan, Complete Streets Policy, and Comprehensive Plan into the Department's roadway rehabilitation and Transportation Improvements programs.

### **Highway**

The Highway Division will continue roadway, drainage, and sidewalk projects to include Davis Road, a portion of Great Road, and the





## DEPARTMENT OF PUBLIC WORKS

remainder of Dudley Road. The Division will use new reconstruction techniques such as cold-in-place recycling and preservation methods such as roadway cape sealing.

### **Mechanical**

The Mechanical Division will reduce inventory and upgrade vehicles and pieces of equipment under its authority for replacement (out of a fleet of approximately 125 pieces). The determination to replace these pieces is part of a three-step review process: (1) an assessment identifies vehicles and equipment that may need replacing due to age, mileage, or condition; (2) the Town's asset management software reviews the preliminary capital budget available for replacements; and (3) each vehicle recommended for replacement is inspected.

### **Sewer**

The sewer Division will work with contractors to upgrade force mains and related pumping stations in the sewer system. It will upgrade communications with sewer pumping stations to improve SCADA (Supervisory Control and Data Acquisition) systems in place.

### **Grounds**

The Grounds Division is working with the Bedford Arbor Resources Committee (BARC) to plant trees through the Adopt-A-Tree program. The Tree Warden will work with BARC to develop a new tree policy related to cutting or pruning trees on Town-owned land. The Grounds Division will also work with the Department to start the study-process for the expansion of the Shawsheen Cemetery.

### **Water**

The water Division will investigate the possibility of a connection to the Burlington water system in order to improve water quality, flow, and pressure. The Division is also working with the VA to establish a water connection for emergency water and possible future supplemental supply. The Division plans to collect data for commercial properties that own water meters greater than 1-inch and plan a program to implement meter upgrades for those properties.

### **Refuse and Recycling**

Major goals include implementation of food waste diversion from Town buildings at Town-wide events (Bedford Day), an overall effort to reduce waste, and a successful rollout of automated recycling Town-wide.



## FACILITIES DEPARTMENT

### **Taissir Alani, Director**

The Facilities Department was established in 1997 to protect Town capital investments. The Department plans for, operates, and maintains ~785,000 sq. ft. of building space. It provides effective, customer-oriented maintenance, custodial and construction management services, while maintaining a safe, efficient, and functional environment.

Facilities Management includes: administration, building maintenance, custodial services, procurement, project design and construction administration (including initiating IFBs, RFPs and RFQs), energy and utilities, real-estate leases and Town and School security access control systems.

Administrative responsibilities include: operating and capital budgeting, purchasing, accounts payable, maintenance systems, energy and environmental management and regulatory compliance. Many of these responsibilities require separate accounts to track both school and Town operating and revolving fund expenses.

Maintenance activities include: preventive maintenance, routine and emergency repair of all building systems, weekend building checks and on-call emergency-response services.

Custodial Services include: daily and periodic cleaning, integrated pest-management, non-hazardous waste disposal, recycling, general safety/security and special event coverage.

Project management responsibilities include: defining the scope of work for each capital project, procuring and managing design services, reviewing design documents, bidding, and overall construction contract and project management.

### **EMPLOYEE STATISTICS**

Town Funded: 8.25 FTEs  
School Funded: 27.75 FTEs

### **Building Statistics**

Town Buildings (17): 225,127 sq. ft.  
School Buildings (4): 559,907 sq. ft.  
Total: 785,034 sq. ft.

### **FY19 HIGHLIGHTS:**

#### **Administration**

The Facilities Department added assets and asset requirements to its asset management system in preparation of the upcoming capital projects process. In collaboration with other Town Departments, Facilities developed a six year capital improvement plan.

Staff also share the responsibilities of all energy efficiency initiatives as well as utilities tracking and monitoring. Staff develops a list of potential energy-efficient projects as well as research and applies for grants.

Facilities continues to look for ways to conserve energy and money. Town Center and Davis School were retrofitted with LED fixtures. Facilities has developed its own six-year energy plan and identified those projects. Facilities has applied to the State DOER for a Green Community grant to do more energy efficiency projects. These projects, depending the grant amount, will take place summer 2019 and into the fall. Furthermore, Facilities will introduce a 10-year energy plan to



## FACILITIES DEPARTMENT

achieve energy net-zero goals as established by the Selectmen Board.

### Custodial

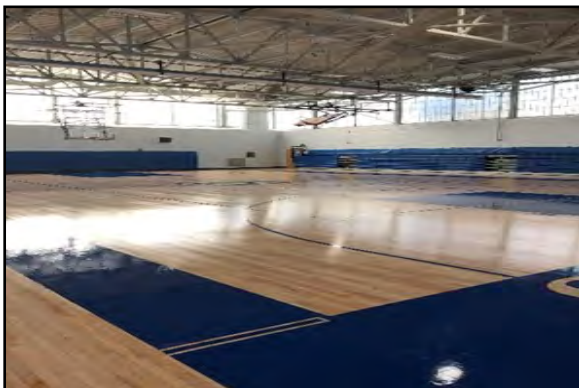
This Division implemented an annual school-cleaning procedure. Following the design for Town buildings that have no protracted period of non-use, certain tasks that had been performed during summer vacation are now done during winter and spring vacations. This is more time-effective and results in more effective annual building cleaning.

### Maintenance

Facilities uses a Computerized Maintenance Management System (CMMS) to manage regular requests for repairs (Work Orders) as well as scheduled, preventive maintenance. In an effort to be more efficient, the Maintenance Division began working in buildings on a rotational basis; working in a building for a period of time to ensure work completion before moving on to the next building.

### Capital Projects

FY19 was a busy year for Capital Improvement Projects. Construction projects can be design-bid-build, a hybrid-model (where staff take on certain project aspects) or 100% in-house (school-painting, flooring, etc.).



The following is a partial list of projects:

- BHS Gym Floor Restoration
- JGMS Gym Floor Restoration
- BHS Interior Painting

- BHS Floor Expansion Joint
- Davis LED Lighting
- Davis Dishwasher/Grease Trap
- DPW Exterior Painting
- Fire Department Exterior Painting
- Lane School Exterior Painting
- Bedford Public Library Exterior Painting
- Fire Department Gear Room



- Fire Department Ventilation
- DPW Infrared heat
- JGMS Solar Panels
- Spring Brook Park Roof



- Lane New Entrance
- Davis Addition/Renovation





## FACILITIES DEPARTMENT

### **Energy Management, Efficiency and Sustainability**

As electricity and natural gas commodity prices are expected to rise in New England, more emphasis is placed on saving energy. Maintenance calls impacting energy use are addressed immediately. Custodians are trained and reminded to report abnormal conditions.

A combination of energy-saving measures and mild weather results in substantial utilities savings. Facilities installed a small-scale, solar panel system as it procures a Town-wide public-buildings solar system and also purchases electricity from a supplier with a 100% Green & Renewable option.

### **FY20 PROJECTIONS**

Facilities will continue its asset management system; plan, procure, and bid capital projects for Summer 2020; and draft projects, including space studies, for RFQs/RFPs.

The Custodial Division will improve its building cleaning methodology. The new school cleaning schedule will be modified as needed during school vacation to maximize effort and attention to other areas during “Summer Clean Up and Maintenance”.

With the increase in after-hours building usage, due to paid and non-paid detail events, staff will evaluate the custodians’ role in preparing, cleaning, and breaking down these events.



### **Maintenance**

The Facilities Department will improve the completion percentage for preventive maintenance and repair work orders. The Maintenance Division will assist implement the six-year capital projects plan.



### **Capital Projects**

The Facilities Department has several projects contracted out but managed with in-house Staff. These projects are part of the Town’s six-year capital improvement plan (CIP), such as the JGMS-BHS addition and renovation as well as the Police addition/renovation design.

## EDUCATION

### Bedford Public Schools

**John Sills, Superintendent**

#### MISSION

The Bedford Public Schools will develop skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible, and productive global citizens. The school community will provide a safe, respectful, and inclusive environment in which the unique intellectual, social, ethical, and emotional growth of each learner will be realized.

#### FY19 BUDGET

The FY19 operating budget responded effectively to our four key budget drivers: enrollment, expanded building space, special education, and program improvements.

FY19 New Requests	FY19 M. of E. Request*	FY19 Total Request	FY18 Approved Budget	M. of E. Budget Increase	FY19 Total Request Increase	FY19 Total Request % Change
\$478,249	\$39,950,466	\$40,428,716	\$39,061,561	\$888,905	\$1,367,155	3.5%

**\*M. of E. (Maintenance of Effort)-** Cost of all obligations moving forward one year (salary steps, COLAs, personnel and non-personnel contractual obligations, program costs, out of district Special Education costs for existing students).

The FY19 capital budget was developed in conjunction with the town departments as part of the six- year capital plan. Key components of the schools' six-year planning included:

- Annual technology budgeting to include cyclical replacements of infrastructure equipment, large scale hardware like interactive projectors, and desktop and laptop computers. Maintaining the district's technology, which is integral to teaching and learning as well as operations, requires an annual outlay of \$350,00 to \$700,000. In FY19, the district received \$416,900.
- Funding first for feasibility study and schematic design for the JGMS/BHS School building project, and then for the project's construction.

#### POPULATION

Bedford's student body has grown in size and complexity during the past several years, with significant changes over the past decade. In FY19, our total school population was 2663, as compared to FY18's 2652 and FY07's total of 2285. In FY19, an additional 50 students were educated out of district for special education services. One particularly strong indicator of our increasing diversity has been the growth of our English Language Learner (ELL) population from 1.4% in 2007 to 6.6% last year.



**90% of 8th Graders, equally among all races, report that they felt that they belonged at JGMS**

## EDUCATION

### Bedford Public Schools

BEDFORD PUBLIC SCHOOLS DEMOGRAPHICS			
	FY07	FY18 (2017-2018)	FY19 (2018-2019)
<b>Integrated Pre-school</b>	---	42	46
<b>Davis</b>	495	598	595
<b>Lane</b>	523	609	616
<b>JGMS</b>	517	586	574
<b>BHS</b>	750	817	832
<b>Total</b>	2285	2652	2664
<b>Male</b>	1141	1343	1363
<b>Female</b>	1144	1309	1300
<b>African-American</b>	5.6%	6.1%	6.2%
<b>Latino</b>	3.1%	5.9%	5.8%
<b>Asian</b>	8.3%	15.9%	17.1%
<b>Mixed Race, Not Hispanic</b>	1.9%	5.3%	5.5%
<b>Native American</b>	0.4%	0.0%	0.0%
<b>Native Hawaiian, Pacific Is</b>	---	0.1%	0.1%
<b>White</b>	80%	66.8%	65.3%
<b>First Language Not English</b>	7.7%	16.5%	18.2%
<b>English Language Learner</b>	1.4%	6.1%	6.6%
<b>Special Education</b>	19.6%	16.9%	16.6%
<b>Economically Disadvantaged</b>	5.9%	8.2%	8.7%
<b>High Needs**</b>	---	28.2%	31%

\*June 2019 SIMS Data \*\*Includes, English Language Learners, students with disabilities, and economically disadvantaged students.

#### OPERATIONS

The Bedford Public Schools district consists of two elementary schools, a middle school and a high school. In addition, the Bedford Public Schools is a member of three special education collaboratives (EDCO, CASE and LABBB). Moreover, the town of Bedford is one of five founding members of the Shawsheen Valley Technical High School. The student body reflects the community's growing demographic complexity, which is further diversified by enrolling students from Hanscom Air Force Base, approximately 112 high school students, and from Boston, approximately 100 METCO students. The school system also offers an Integrated Pre-K special education program.

## EDUCATION

### Bedford Public Schools

The day-to-day operation of the Bedford Public Schools is under the supervision of the Superintendent, Jon Sills. The policy-making body for the Bedford Public Schools is the Bedford School Committee. The Bedford School Committee consisted of five (5) elected members, for terms of three (3) years. Members of the FY19 Bedford School Committee were: Chairperson, Dan Brosgol; Vice-Chairperson, JoAnn Santiago; Secretary, Sarah Scoville; Ann Guay and Mike McAllister (through 2018) Jill Marquis (beginning, March 2019)

STAFFING (FTE's: full-time equivalents)		
	October 1, 2017 Average	October 1, 2018 Average
Professional Staff	293.7 FTE's	297.5 FTE's
Paraprofessional Staff	85.35 FTE's	87.7 FTE's
Support Staff	58.3 FTE's	57.8%
October 1 Enrollment	2,652	2,664

\*Educational Collaborative: organization comprised of groups of public school districts that provide less expansive and/or restrictive special education programs than private school placements.

#### CLASS SIZE

The goal of the Bedford Public Schools is to provide a well-rounded, balanced education that is child-centered. The curriculum of the schools aligns with the Commonwealth's guidelines. To effectively meet the needs of each child and deliver the 21<sup>st</sup> century education program to our children, we establish goals for maximum class size. Effective budget development enabled us to move closer to our class size goals and significantly reduce the number of classes exceeding our guidelines.

2018-2019 CLASS SIZE				
	Students Per Class Guideline	Max # of Students Per Class Guideline	October 1, 2017 Average	October 1, 2018
Kindergarten	18	20	21.8	21.4
Grade 1	20	22	22.1	23.3
Grade 2	20	22	22.4	22.1
Grade 3	22	25	22.8	22.4
Grade 4	22	25	22.5	23.6
Grade 5	22	25	24.4	22.9
Grades 6-8	23	25	5 Core Academic and 27 Arts/ Well/ Tech Over	1 Core Academic/11 Arts-Wellness-Tech Over
Grades 9-12 Introductory and College Prep	18	20	3 Majors, 1Min. Over Guideline	10 Majors Over Guideline/ 14 Minors Over Guideline
Honors and High Honors/AP	22	25	5 Minors Over Guideline	



## EDUCATION

### Bedford Public Schools

**\*FTE increases over the past 10 years are attributed primarily to in-house special education program creation that reduced out-of-district placements, and enrollment increases from 2012.**

#### **SAMPLE DISTRICT HIGHLIGHTS FROM FISCAL YEAR 2018-2019**

All students engage in complex tasks that require the exercise of critical thinking and creative problem solving skills. Increasingly, these tasks are authentic in nature, meaning that they incorporate a high degree of relevance and application to real world situations.

**Authentic Learning:** 8<sup>th</sup> grade Spanish students decipher a challenging passage, identify key words and concepts, develop criteria for determining what to consider when buying a house (e.g., style, size, etc.), do a web search (not sure about this part's connection) and then apply their criteria to housing in Ecuador and finally create with a real estate advertisement.



#### **Davis Town Rides Again!**



Just a few images reflecting the creative project-based learning, where choice and collaborative problem solving engage students' imagination and thinking processes. When I get ahold of the Captain Silly Socks movie, I will share it for your enjoyment!



## EDUCATION

### Bedford Public Schools



At left, JGMS 8<sup>th</sup> graders take their civics learning to D.C.



At left, all 5<sup>th</sup> graders challenge themselves and build their confidence through Project Adventure. Below, 4<sup>th</sup> graders learn about the Bill of Rights



Below, library makerspace



JGMS Mathletes, top ten achievers, compete at Math Counts competition in Andover.



## EDUCATION

### Bedford Public Schools



**Davis School scientists investigate the natural habitat at Cattail Corner**



## EDUCATION

### Bedford Public Schools

All BHS juniors develop and defend a history thesis through extensive research and express it via infographics, performances, websites, papers, performances or videos of their own creation.

At right, high school juniors compete in annual History Fair. 11 projects (21 students) qualified for the state contest. Of those three received honorable mention, one took second place and one placed first. An individual performance on Irena Sendler & the Polish Righteous took first place. And a group documentary on Three Mile Island took second place. At nationals, both projects were well received by the judges but did not place.



At Left, BHS Robotics Team won Judges Award for Excellence in Design and Documentation. Below, AP Calculus students work together to solve open response questions

#### WELLNESS, FINE AND PERFORMING ARTS

A robust combination of curriculum based general music, chorus, orchestra, band, music theory, multimedia music production, theater production, and ballet combine with broad extracurricular opportunities to act, sing, dance and perform with musical instruments.

As one of very few Massachusetts' districts that do not charge any fees (buses, athletics, etc.), Bedford is proud of the extensive art, music, wellness, technology and sports opportunities that are both built into and supplement the regular curriculum.

Physical education and wellness taught in all grades associates personal and emotional well-being with physical fitness and creative play. Health classes at JGMS/BHS address safe decisions.





## EDUCATION

### Bedford Public Schools



Right, students show off their invention at the all 5<sup>th</sup> Grade Invention Convention, where students use engineering principals to solve real world problems.



Above, Natan W. and 4<sup>th</sup> grade music

Below, Art Work by BHS Students Sophia W. and Ashley C.



Members of the cast from JGMS musical, *Guys and Dolls, Jr.*





## EDUCATION

### Bedford Public Schools



BHS Girls Soccer Team celebrates victory BHS DECA team wins at States Students program robot



## EDUCATION

### Bedford Public Schools

#### STUDENT ACHIEVEMENT DATA

With an A+ from Niche.com, BPS ranked #21 among 289 school districts in the Commonwealth. While these rankings cannot capture the complexity of what our schools do, we are nevertheless proud of the recognition.

Regarding student achievement on standardized exams, in 2018 scores reported in FY19 established that **Bedford Public Schools' fifth graders scored the highest of all 5<sup>th</sup> graders in the state in ELA MCAS 2.0.** With many other strong results, the district also experienced disappointing scores in several grades. The district also fell short of its goals relative to population subgroups (historically underserved populations), as many students across most grades did not make the progress to which the district is deeply committed.

With the advent of the Common Core, the MCAS 2.0 assessments are both challenging and worthwhile, as they measure the quality of students' thinking as well as certain content knowledge. Last year was the first year for this particular set of assessments, and Bedford, as is the case with most districts, is hard at work to prepare students to read deeply and critically, write persuasively and articulately, and solve mathematical problems in a combination of creative, accurate and explainable ways. Importantly, the assessments help the district to identify achievement gaps and to target those students who are not growing at the same rate as their peers. (See below)

At the same time, standardized tests are but one measure of intellectual growth, and Bedford's schools are responsible as well for facilitating the development of student creativity, flexible thinking, tenacity, curiosity, personal awareness, physical, emotional and mental health, social skills, engagement with the arts, and the ability to act as active, informed and concerned citizens and community members. The district's commitment to developing well-rounded independent learners must rely on other measurements such as student surveys, work portfolios, participation in extra-curricular activities, degree of collaboration with others, assessments of independent thinking, etc.

STUDENT ACHIEVEMENT DATA				
Year	2017-2018		2018-2019	
Average SAT Scores	Math: 599/ Evidence Based Writing and Reading: 602		Math: 620/ Evidence Based Writing and Reading: 604	
Graduation Rate	97.3%		95.1%	
Outcomes	Number	% of Students	Number	% of Students
2 Yr College	24	11%	21	10.55%
4 Yr College	180	83%	150	75.30%
Apprenticeship/Trade	n/a	n/a	4	2.00%
Employed	8	4%	15	7.50%
Military	2	1%	2	1.00%
Year Off/Gap Year	n/a	n/a	4	2.00%



## EDUCATION

### Bedford Public Schools

#### **STRATEGIC FOCUS AND THEORY OF ACTION**

The district's work is guided by the following theory of action, a series of "if/then" beliefs to which the district commits in order to create the optimum conditions for realizing the district's mission:

All students will become skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible and productive global citizens if:

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*All students will become skillful, reflective, lifelong learners who think critically and creatively and who are informed, responsible and productive global citizens if:*

the system hires and supports passionate, skillful and knowledgeable teachers who personalize learning and regularly collaborate to produce student-centered, "minds-on" instructional strategies;

the curriculum prioritizes higher order thinking skills development and depth of content understanding;

checking for understanding is systematic and student achievement is evaluated through authentic, common assessments;

and deliberate steps are taken to address diverse learning needs, promote cultural proficiency and close achievement gaps while maintaining high expectations.

As well, each year the district elaborates a plan for improvement that informs and is influenced by the individual school improvement plans. This annual process ensures that grades pre-K through 12 share a common experience and a coherent curriculum that are energized by, and brought to life due to the exceptional creativity and commitment of the faculty.

#### **COHERENT, HIGHER ORDER THINKING CURRICULUM/STUDENT CENTERED INSTRUCTION**

- Strengthen K-12 Non-fiction Literacy
- Increase Student Independence

#### **EQUITY AND DIVERSITY: TEACHING ALL STUDENTS/ BUILDING COMMUNITY**

- Close Achievement Gaps/ Deepen Cross Cultural Understanding
- Improve Conditions for Social and Emotional Learning
- Continue to Improve Students' Sense of Belonging and Outcomes through Inclusive Practices

#### **COLLABORATIVE PROFESSIONAL CULTURE**

- Shift Observation Focus from Teacher to Student
- Utilize Evaluation to Further Strategic Objectives

#### **STRENGTHEN COMMUNICATION AND DEEPEN OUR COMMUNITY SUPPORT**

- Increase Opportunities for Family and Community Engagement
- Generate a Five-Year Strategic Plan

#### **KEY LITERACY INITIATIVE**

Beginning in 2016-2017, the District identified literacy, particularly improving students' reading comprehension of complex non-fiction texts, as a priority for all subject areas and grades during the coming years. While English Language Arts instruction has long-focused diligently on close reading and text-based claims-evidence-reading skill development vis a vis literature.

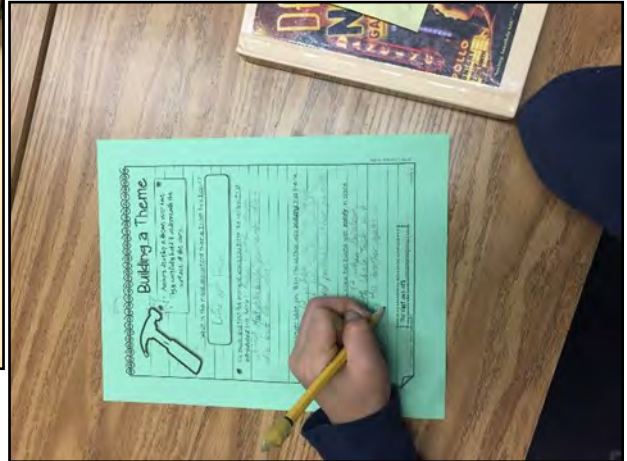
## EDUCATION

### Bedford Public Schools



**Fifth graders help third graders with reading non-fiction text- a regular Friday event**

**Lane students use music to present examples of poetry conventions like metaphors**



**Above and below, students learn to identify a theme in a fiction text about a child who is orphaned, and support their choices with evidence – particularly cool was the range of opinions, e.g.: never lose hope, life is unfair, always be kind...**



As the priority focus of our Coherent, Global, Higher Order Thinking Curriculum/Minds-on Learning strategic objective, the district took the following steps in 2018-2019:

Framed literacy as an equity issue

Analyzed benchmark data and identified areas for improvement at Davis

Fully implemented Lucy Calkins Readers Workshop at Lane

Implemented Keys to Literacy at JGMS

Commenced implementation of disciplinary literacy instruction across the curriculum at BHS

## EDUCATION

### Bedford Public Schools



**JGMS science teacher, Charlie Puopolo, demonstrates “procedural writing” by following unclear directions for making a Fluff and jelly sandwich.**

Consequently, all students in all grades received more deliberate instruction to comprehend informational text and more practice using claims, evidence and reasoning both to analyze text and to write related persuasive arguments. The 2019 MCAS 2.0 scores indicate significant improvement in reading comprehension.

The Numbers Below Reflect the Percentages of Students Who Met or Exceeded the Standards			
	2018	2019	2019 State Ave
3 <sup>RD</sup> GRADE MCAS 2.0 ELA	66%	81%	56%
3 <sup>RD</sup> GRADE MCAS 2.0 MATH	67%	74%	49%
4 <sup>th</sup> GRADE MCAS 2.0 ELA	76%	70%	52%
4 <sup>th</sup> GRADE MCAS 2.0 MATH	70%	75%	49%
5 <sup>th</sup> GRADE MCAS 2.0 ELA	89%	79%	52%
5 <sup>th</sup> GRADE MCAS 2.0 MATH	75%	70%	51%
5 <sup>th</sup> GRADE MCAS SCIENCE	72%	68%*	48%
6 <sup>TH</sup> GRADE MCAS 2.0 ELA	58%	78%	54%
6 <sup>TH</sup> GRADE MCAS 2.0 MATH	61%	75%	51%
7 <sup>th</sup> GRADE MCAS 2.0 ELA	64%	60%	48%
7 <sup>th</sup> GRADE MCAS 2.0 MATH	68%	72%	48%
8 <sup>th</sup> GRADE MCAS 2.0 ELA	67%	72%	51%
8 <sup>th</sup> GRADE MCAS 2.0 MATH	65%	67%	47%
8 <sup>th</sup> GRADE MCAS 2.0 SCIENCE	45%	67%*	46%
<b>**Please note that the 10<sup>th</sup> grade test given in 2017-2018 was the traditional (Legacy) MCAS and that the test given in 2018-2019 was the Next Generation MCAS- two very different assessments. The high school scores accordingly dropped from 2017/8 to 2018/9 across the Commonwealth.</b> <b>*Fifth and Eighth grade science assessments in 2019 were half 2011 standards and half 2016.</b>			
*10 <sup>th</sup> GRADE MCAS 2.0 ELA	95%	68%	51%
*10 <sup>th</sup> GRADE MCAS 2.0 MATH	89%	76%	58%
10 <sup>th</sup> GRADE MCAS 2.0 Science	91% Trad. MCAS	87% Trad. MCAS	74%

## EDUCATION

### Bedford Public Schools

#### INDEPENDENT LEARNERS

Simultaneously, the district intensified its focus last year on deliberately planning instruction in ways that promoted student independence. A strategic goal in and of itself, increasing students' ownership of their own learning is key to students developing the perseverance and buy in needed to attend to the difficult challenge of learning how to comprehend more complex non-fiction text. To this end, teachers:

- Translated each lesson's learning objectives into "I can" statements
- 6<sup>th</sup> and 7<sup>th</sup> graders created their own digital portfolios to facilitate work curation and reflection
- Teachers began to invite students to articulate their own learning goals and to make learning choices
- The number of students who led their parent-teacher conferences at Lane increased
- The number of students who elected to do independent senior projects outside of the many curriculum-based projects increased

#### Information Literacy Grade 8 – I Can Statements

- I can do more substantial research to analyze different parts of a topic to answer a question.
- I can use multiple sources to gather information to answer my question.
- I can use advanced search techniques to find information to answer my question.
- I can evaluate the reliability and bias of sources and choose the best information to answer my question and support my thinking.
- I can evaluate sources and technology for exaggeration, distortion and misrepresentation of information and decide which information to use to answer my question.
- I can draw conclusions and explain how the information I found answers my question.
- I can quote, take notes on and write paragraphs about the information I found.
- I can put the information I found into my own words.
- I can independently create a visual, write an explanation and/or present the answer to my question.
- I can cite the authors and creators of the text and non-text resources I used to answer my question.

At left, 8<sup>th</sup> grade literacy objectives, including digital literacy, translated into "I can" statements"

Below, "I can" statements in an elementary classroom

#### EQUITY, DIVERSITY AND COMMUNITY: TEACHING ALL STUDENTS

With over 34% of our students being children of color, 100 of whom live in Boston and many of whom do not speak English as their first language, the district intensified its active commitment to educational equity for all, and continued to place a particular emphasis on anti-racism. Longstanding programs such as the **EXCEL Program**, the **Tenacity Challenge** and the **Calculus Project**, yielded real success in 2019. See the table on next page for evidence of significant increases in African American and Latina/o students enrolling in Advanced Placement and High Honors classes.

Yet, in most grades, as subgroups, our traditionally underserved populations (economically disadvantaged, African American and Latino/a, English Language Learners, and students with disabilities) still lagged behind their White, Asian, non-disabled and non-economically disadvantaged counterparts- despite high levels of achievement by numerous individual students.



## EDUCATION

### Bedford Public Schools

2011-2012	Students	H, HH, AP		HH, AP		AP	
		Adv. #	Adv. %	HH#	HH%	AP#	AP%
Caucasian	637	573	90%	258	41%	70	11%
AA & Hispanic	104	71	68%	5	05%	1	01%
			22% Gap		34% Gap		10% Gap
2018-19	Students	H, HH, AP		HH, AP		AP	
		Adv. #	Adv. %	HH#	HH%	AP#	AP%
Caucasian	590	536	91%	278	47%	128	22%
AA & Hispanic	140	113	81%	43	31%	19	14%
			10% Gap		16% Gap		8% Gap

RATE OF CHANGE					
Subgroup	H, HH, AP		HH, AP		AP
Caucasian	1%		14.6%		1%
African American and Latinx	19%		520%		1300%
H: Honors HH: High Honors AP: Advanced Placement (Bedford does not offer AP history courses because we do not believe that they provide the depth that our HH courses do)					

To expand our effort to partner with families and to build bridges between adults and students, last year saw the first full year of work by the **Parents Equity Council (PDC)**, a wonderfully diverse committee launched by and working with the superintendent and principals to provide critically supportive feedback, create opportunities for families to connect, and to help with recruiting educators of color. JGMS created an **Affinity Group\*** for African-American and Latino 8<sup>th</sup> graders.



\*Students who identify in a particular way, discuss their experiences and support each other.





## EDUCATION

### Bedford Public Schools

Asian, African-American, Latino/a, Middle Eastern and White parents comprise the **Parents Equity Council**.

Teachers across the district **intensified their integration of diversity content** into their literature, social studies, and morning meeting curricula.

**Recruitment** Aided by research done by the PDC, administrators travelled to Historically Black Colleges and Universities to strengthen our teachers of color recruitment efforts, and when hiring White teachers, increased effort aimed to ensure that new Bedford educators consciously viewed themselves as allies to students of color.



At left, a child in one kindergarten class suggests all hands in for diversity. Below, Lane School art project where students painted their skin tones

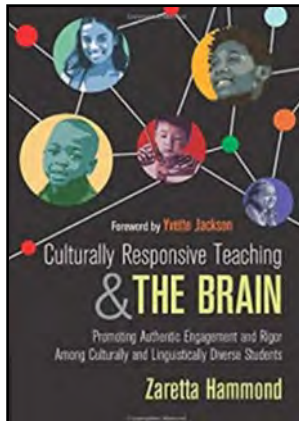


**Ever Deepening Professional Development** The district leadership team studied an important book on transforming classroom practices to implement strengths-based relationships and to removing obstacles born of unconscious bias so that all students can feel safe to take intellectual risks and excel.

**The Tenacity Challenge.** After spending months on research, study, project creation and presentation practice, on two Saturdays last spring, teams of JGMS and BHS students competed with close to 300 other urban and suburban African-American and Latino/a students in our 2 Bedford-created Tenacity Challenges. This was the eighth year of the high school challenge and the third year of the middle school challenge, both created by, and hosted in, Bedford. The high school challenge is an academic scholarship competition that includes a well-researched history argument, a literary analysis rendered as a performance, an art mural and a math/science quiz bowl. The middle school challenge substitutes a leadership project for the history argument and art mural.

## EDUCATION

### Bedford Public Schools



From the  
2018-2019  
BHS Tenacity  
Challenge  
Website



Boston and Bedford 5<sup>th</sup> graders on an overnight  
Leadership hike and bond-building experience

Middle school students compete at the MS  
Tenacity Challenge



Flanked by ESL teachers, parents of English language  
learner students earned their citizenship while taking  
our adult English education course





## EDUCATION

### Bedford Public Schools

#### METCO

The superintendent opened the FY19 school year with an address to all faculty and staff that asked the question, “What does it mean to be a METCO district?” Honoring METCO’s 50<sup>th</sup> anniversary, he expressed the district’s pride in being one of 36 Massachusetts communities participating in the oldest and one of the very few remaining voluntary desegregation programs in the nation. Recent studies have credited METCO for having statistically significant impacts on its Boston students. But while many Bedford resident students have benefited as well from learning in a more diverse environment, building friendships and learning more about the world beyond, which is one of the goals of the METCO program, the district identified improvements in this area as a priority focus moving forward.

With the assertion, “When all 100 Boston and 2,518 resident students, proudly declare that they are part of METCO, the district will know that it has achieved genuine racial integration,” the superintendent launched a new phase in the district’s equity work. This was one of the key catalysts for the creation of the Parents Equity Committee, to help families build bridges across race and geography.

Under the leadership of the METCO director and FY19’s newly hired assistant director, the program thrived last year. As a member of the district leadership team, the director works closely with principals and central office leadership to close achievement gaps and to support students who daily face the tremendous challenge of 90-minute bus rides and straddling two very different communities.

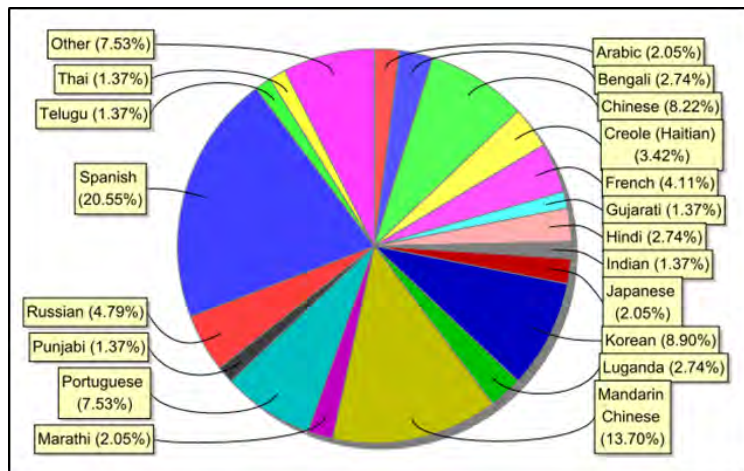


Graduating METCO seniors



#### ENGLISH LANGUAGE LEARNERS (ELL)

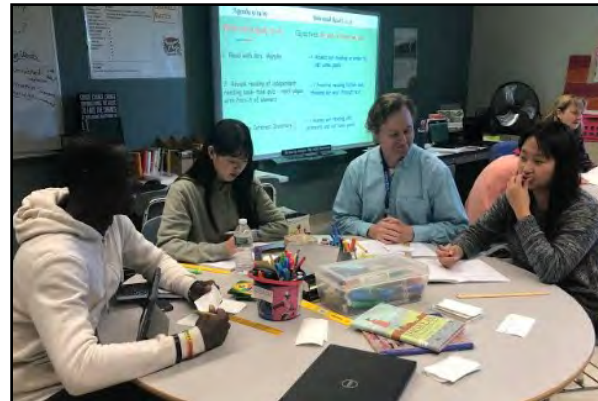
With 52 languages spoken by Bedford Public Schools’ families, and 32 languages spoken by students receiving ELL services, our ELL department does an outstanding job helping our students not only to learn English but to learn about American culture as well. This is done while simultaneously encouraging students to feel pride in, and share information about, their native cultures.



## EDUCATION

### Bedford Public Schools

Our ELL department added a unique and exciting element to their work last year by offering adult English education classes to our students' families. Fifty-two mothers, fathers and grandparents participated in the classes.



#### HANSCOM STUDENTS

In last year's October 1 report, our Hanscom enrollment at BHS was 121 students, but ranged over the course of the year from 119 to 170. These high schoolers come to us from military bases across the United States and around the world, and bring a wonderfully unique character to the high school. Many of our Hanscom students face special challenges not faced by our resident students: building friendships among a student population that has grown up together; often only staying with us for one or two years; and dealing with the stress and family challenges that come with the posting of a parent overseas, often in a war zone. Accordingly, a dedicated counselor has long been assigned the Hanscom caseload so that he can develop appropriate knowledge and skills to support these students. JROTC, which includes many resident students, also serves as an important support for many of our Hanscom students. The high school administration has a long history of working to bring our three high school populations- Bedford, Boston and Base- together.

Funding, which does not match our per pupil expenditures, comes from both the federal and state governments. We continue to lobby every year, with special support from Representative Ken Gordon and Senator Mike Barrett, for increased funding.

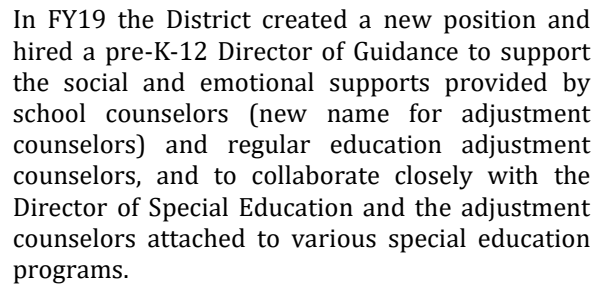


JROTC cadets at Bedford High School

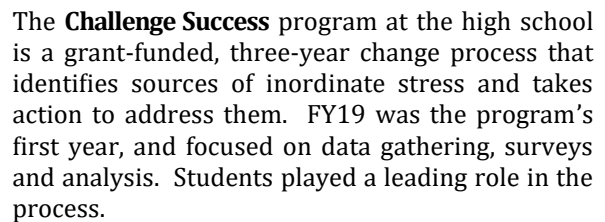


## Bedford Public Schools

Across the district, students developed and practiced emotional awareness and perseverance, and they were given ongoing opportunities to work collaboratively and respect each other's differences. Through Teaching Tolerance (Davis), Responsive Classroom (Lane), the H.E.A.R.T. Civic Initiative (JGMS) and Challenge Success (BHS), teachers and students worked on emotional regulation and personal reflection, and they addressed social and emotional issues that



JGMS' **Mindful Moment Room**, partnership with organization, Minding Your Mind, and social-civic expectations are just three examples of the school's attention to social emotional learning.



Davis school-wide assemblies focused on: Getting to know you; Celebrating a world of cultures; Friendship; and Perseverance/Grit .





## EDUCATION

### Bedford Public Schools



**Lane Students Learn About and Practice Social Emotional Skills Through Engagement with Responsive Classroom:**

- Sharing plans for the weekend
- Playing a community-building game



**And Discuss the  
Concept of Self-  
Control**

### **HIGHLY EFFECTIVE SPECIAL EDUCATION PROGRAMS, INCLUSION AND TEAM TEACHING**

The District continued to develop our in-house SPED programs, such as the Bridge program for students with social-emotional challenges, the SAIL program for students with autism, the Language-Based Learning program, the Integrated Pre-School, and the STEP program for high school students who struggle to come to school. We have shifted our service delivery model towards full inclusion, with special educators increasingly pushing-into classes rather than pulling students out, and we have greatly expanded our co-teaching work. These programs have enabled the District to bring back many students who were previously placed out-of-district and to keep many others in-district.

## EDUCATION

### Bedford Public Schools



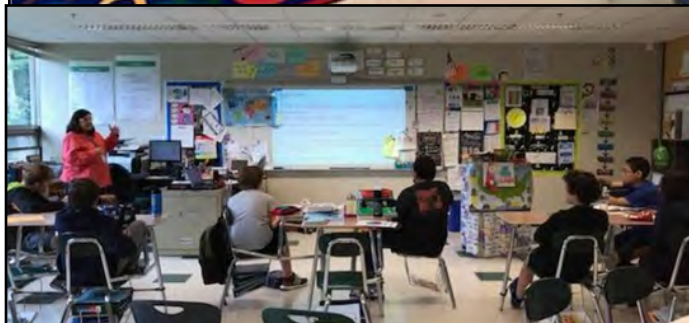
English and Special Ed co-teaching pair at BHS



The SAIL Program at Lane School for Children with Autism



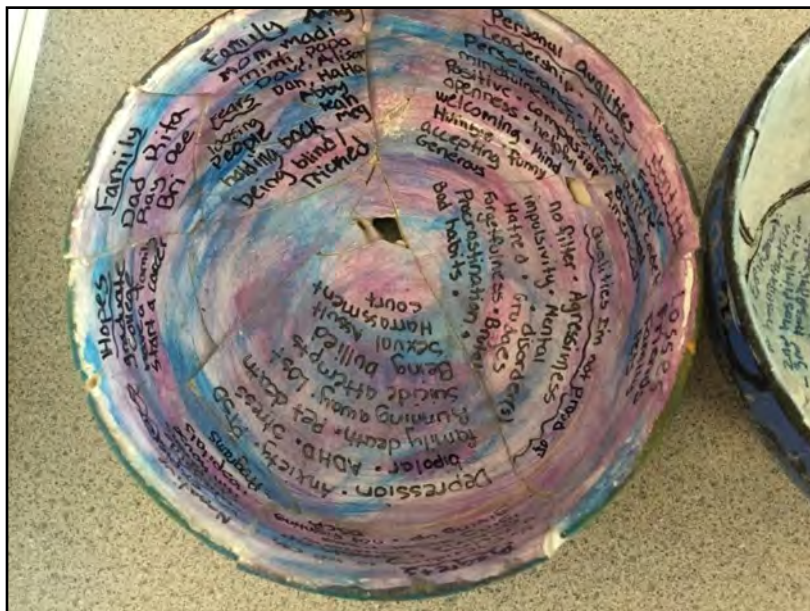
Above, team teaching at Davis. Multiple classrooms that combine students with and without learning disabilities benefit from having a regular education and special education plan and deliver instruction together. Here, students create beetles using symbols to represent personal features, e.g., number of people in their household, and preferences, e.g., fiction vs. non-fiction reading. A great example of integrated curriculum.



Students and teacher in one of three LABBB classrooms



## Bedford Public Schools



Pottery created by students in the Bridge Program at BHS. The Bridge Program, an integral part of each of the four schools, supports students with emotional challenges. Here, students symbolize the fracturing and reassembling of their personal lives.

## COLLABORATIVE PROFESSIONAL CULTURE

During our annual full-day professional development workshop in March, BPS educators chose from a menu of 70 workshops given by their fellow educators, as well as students. Here are examples of the offerings:



The Best Camera Is The One That's With You **FILLING**

Sean Hagan • Prakhar Gupta



What are you Reading? **LIMITED**

Christy Walker-Magoon • Linda Coviello • Lynda McGraw



Being the Trusted Adult **LIMITED**

Charles Alperin



Creating Positive Classroom Environments **FILLING**

Libbey Beinert Hunnewell



Mindfulness **LIMITED**

Charlene Abebe • Janel Halupowski



Restorative Justice Circles **LIMITED**

Cassandra Hinz • Lael Plehl



Student Stress in the Classroom **LIMITED**

Kristen Milano



Utilizing Social Thinking in the Classroom **LIMITED**

Christina O'Donnell • Erin Murphy



Beginner Seesaw **LIMITED**

Carol Wait



How to: NoodleTools **LIMITED**

James Sunderland • Patrick Culhane • John Wysokowski



Nearpod: Engaging Students with Interactive Lessons **LIMITED**



Stories No One Told Me: Hidden History that Shapes Our Thinking **LIMITED**

Jonathan Sills



Student Panel Discussion on the Themes of 'Fiddler on the Roof' **LIMITED**

Katrina Faulstich

## EDUCATION

### Bedford Public Schools

Teachers continued to make excellent use of their Wednesday afternoon teacher collaboration time, as they worked together to: set learning targets, analyze student work and make adjustments to instruction; make improvements on common assessments; develop intervention plans for individual students; explore new ways to integrated educational technology to deepen learning; etc.

Across the district, teachers worked in regular classroom/support personnel clusters, grade level teams, departments, child study and student assistance teams, K-12, K-5 and 6-12 vertical teams, professional learning communities, co-teaching pairs, and program staff groupings to develop curriculum, modify and share instructional strategies, and diagnose and respond to students' learning challenges.

#### **STRENGTHEN COMMUNICATION WITH FAMILIES AND COMMUNITY**

Principals continued to use blogs, Twitter, emails and videos to share the goings on in their buildings. All kindergarten students used SeeSaw to capture their work and share it with their families. Classroom blogs and digital newsletters and teacher websites increased in number.

When allegations of racism were levelled by two students, the district communicated the concern to the entire community, a prelude to self-reflection and new action steps to strengthen our anti-racism work.

Parents participated on hiring committees, school councils, Portrait of the Graduate work, the Parents Equity Council and several building committees.

#### **STRATEGIC PLANNING**

Per the district's strategic goals for FY19, BPS began the work of creating a new five-year strategic plan. Focusing initially on creating a portrait of the graduate, the initial all-day workshop enlisted parents, students and faculty members to study present and future predictions about the kinds of skills, dispositions and knowledge that all students should have upon graduation.

Extensive planning for the FY20 school year included plans for meetings in Bedford and Boston to engage parents and community members, meetings at the high school to engage students, and meetings at each school to engage faculty in the creation of the portrait.





## EDUCATION

### Bedford Public Schools

#### MEETING MANDATES AND ADDRESSING EXTERNAL DEMANDS

McKinney-Vento. By statute, Bedford remains responsible for the transportation of a small number of homeless students.

RETELL. The final third of our teachers who have at least one English Language Learner in their classrooms took the mandated graduate level course, RETELL, in order to learn how to better meet the needs of ELL students, to comply with regulations and to maintain their licensure.

Common Core. Under the guidance of our principals and curriculum leaders, all elementary teachers integrated Common Core/Massachusetts Frameworks standards into their teaching, and ELA and math teachers did so at JGMS and BHS. The Common Core focus on higher order thinking, textual analysis, evidence-based argument, and the reading of complex texts aligns closely with District learning expectations. At the secondary level,

New Educator Evaluation. The Joint District/BEA Committee continued to refine the evaluation process, as teacher teams used their professional practice goals to advance collaboratively determined practices that improve student learning.

Restraint Training: Our own trainers provided both initial and refresher training to teachers, counselors and administrators as we moved from CPI to Safety Care protocols.

Anti-bullying Programming and Training: Adding to extensive anti-bullying education work that has long been a hallmark of social emotional learning at JGMS and has been strongly present in the other schools, the district added new reporting protocols to meet state requirements regarding appropriate steps should an adult bully a student.

NEASC: The district leadership continued to provide leadership to the work being done across New England to reform of accreditation process.

Bedford High School began the process of a self-study and hosted a NEASC team that conducted a Collaborative Conference to review the high schools' self-appraisal relative to key standards and the school's own plans for improvement.

#### PERSONNEL AND PROFESSIONAL DEVELOPMENT

Following a resignation and a retirement, the district hired a new Finance Director and a new Assistant Superintendent. As well, the district hired two new assistant high school principals and a new middle school assistant principal. The addition of two positions, K-12 Director of Guidance and K-12 English Language Learner Director rounded out our administrative hiring.

New teachers participated in the New Teacher Induction course, which, coupled with guidance from their mentors, strengthens their entry and adjustment to our school community. The program continues into the second year for those new to teaching, ensuring that they continue to have the support they need. The district integrated over 40 new faculty and staff last year.

Teachers and administrators participated in a wide range of professional development, including various courses offered within the district through "Ed Camp" workshops sponsored jointly by Lane and Davis, and by JGMS and BHS as well as through such collaboratives as EDCO. A consistent theme this year was meeting the needs of all learners, including social emotional needs. Courses on mindfulness, differentiation of instruction, students' social-emotional challenges, personalization of instruction and multi-cultural perspectives were especially well-attended.

## EDUCATION

### Bedford Public Schools

The district enabled teachers to participate in Primary Source, EDCO Professional Learning, and Teachers as Scholars, a program that offers teachers the opportunity to join other teachers in the area to study a topic with a university professor for two or three days. Topics are wide-ranging and engaging--from the classics to contemporary issues.

Bedford Public Schools is investing in deeper and more systematic training for our co-teaching partners K-12, both through summer workshops and in release time for planning and strengthening the work. We increased in-house training by our own experienced teachers and coaches reduced our reliance on consultants.

#### PARENT AND COMMUNITY SUPPORT

The community's support, expressed through the collaborative work of the town boards and the Town Meeting budget approval, yielded a FY20 budget that will enable us to provide a well-rounded education to all students, with rich curricular offerings in the core academic subjects, the arts, technology and physical education. The budget makes possible the hiring of an additional adjustment counselor at Davis, enrollment driven new classroom teachers, and a 6-12 Reading Director.

The town's citizens, at Town Meeting, gave unanimous financial support at Special Town Meeting for schematic design and construction documents for, and at Annual Town Meeting for the construction of the JGMS renovation/addition and the BHS addition. Mothers Out Front donated funds to support a solar panel project.

All four schools receive generous support from the Bedford Education Foundation, BEST, MSPA and BHSPA (parent organizations), POMS (music), ARTlink (art), and the BAA (Bedford Athletics Association), as well as team-based parent groups, individual and corporate donors.

#### OUTDOOR CONSTRUCTION BLOCKS

#### Davis School



The BEF and BEST PTO partnered to co-fund a grant initiated by Assistant Principal Jessica Colby. Davis School was awarded a \$6,100 grant for a set of oversized blocks and building materials for use at recess. This fun and engaging portable construction set encourages creativity, imagination, and cooperative problem-solving skills.

#### BHS LIVE UPGRADE

#### Bedford High School



Jillian Butler, advisor of the student-run TV show *BHS Live*, was awarded a \$900 grant for equipment to update the studio's audio system. The BEF is excited to play a role in the revitalization of this valued program at Bedford High School.

At left are two examples of the many BEF-funded projects from FY19

## EDUCATION

### Bedford Public Schools

Below, BEST-sponsored Color Run fundraiser



#### FACILITIES

##### The Davis School Project

The Davis School Building Committee oversaw the extensive addition/renovation project throughout the FY19 year. Building committee members include:

Beth Benoit	Peter Cox	David Coelho	JoAnn Santiago
Jessica Colby	Taissir Alani	Julie Kirrane (FY20)	Nina Tate
Michael Rosen	Ron Scaltrito	Angelo Colasante	Jeff Cohen
Peter Cox	Xue Wang	Maurizio Salato	Jim O'Neil
Kyle Smith	Jeff Dearing	Robert Jefferies*	Justin Humphreys*
Diane Hughes	Annika Nilsson Rippes*		(*TBA Architects)

While the project experienced a number of delays, one of which will result in the building addition cladding not being completed until later in the fall, **the building looks beautiful** and it **opened in time for children on September 3!** The principal, Beth Benoit, director and assistant directors of facilities, Taissir Alani and Ron Scaltrito, and lead custodian Lucas Taddeo and the entire custodial crew, must be recognized for outstanding work under exceptional pressure to ready the building for its timely opening. TBA Architects and Bedford's project manager share the credit for managing what was a very challenging project. Work on an extensive punch list will continue through the fall.



Above, images from the BHS D-wing interior demolition and JGMS addition preparations

## EDUCATION

### Bedford Public Schools

**JGMS/BHS Project** With the integrated pre-school's four classrooms and CASE Collaborative's two classrooms moved into the new wing, work on the D wing of the high school began at the end of June. Also at the end of June, prep work began on the JGMS site for the two additions, whose construction will take place during FY20.

**Lane School Project.** While the Lane addition/renovation was completed on time in FY18, the district decided to use remaining project funds to build a vestibule at the main entrance to the building for safety reasons. Lane was the only school that did not have an enclosed entry area where visitors can be protected from the rain, and more importantly, where the staff, relying on a camera, can have a visitor/potential intruder contained while checking on credentials.

**Energy Efficiency** The Facilities Department continued to promote energy efficiency projects in the town and the four schools at a savings of 4.1% despite having added significant square footage at Lane.

**Green Projects:** In FY19, the school committee approved adding solar panels to the roof over the superintendents' /business office. At the urging of Mothers Out Front, the district piloted separating liquid waste in the JGMS cafeteria. The facilities department began a study for a more comprehensive solar project on school roofs to follow the completion of the Davis, JGMS and BHS building projects. Meanwhile, the School Committee voted to proceed with placing solar panels on top of the central office wing of the middle school.

### FISCAL MANAGEMENT

The District updated our six-year capital plan for the schools in conjunction with the other town departments and established the importance of providing sufficient resources to maintain our technological infrastructure, our student information services, our digital communication capability and our technology reliant instructional modalities.

During the FY19 school year, the schools met the FinCom guideline of a 3.5% increase when developing the FY20 budget:

The \$41,844,365 FY20 budget which is a 3.50% increase over the approved FY19 operating budget of \$ 40, 428, 716. The modest 1.14 % increase over the \$41,383,979 maintenance of effort budget\* was driven by enrollment-related staffing increases, the growth of our in-house special education programs, our students' needs for additional social-emotional supports, and STEM (science, technology, engineering and math) education expansion.

The superintendent and finance director oversaw the implementation of the FY19 budget that was designed for programmatic changes and additional personnel needed to: maintain expected level of educational excellence, rich curricular offerings and needed academic and social emotional support programs address a fast growing population at Lane and JGMS, and expand cost-saving in-house special education programs that better meet our students' needs, particularly our integrated pre-school and our SAIL program for students with autism.



## EDUCATION

### Shawsheen Valley Technical High School

**Melanie Hagman, *Interim Superintendent-Director***

**Jessica Cook, *School Principal***

Shawsheen Valley Regional Vocational Technical School District (SVTHSD) is pleased to submit its 2019 Annual Report to the citizens of Bedford, Billerica, Burlington, Tewksbury, and Wilmington. Located in Billerica next to the towns of Burlington and Wilmington, the school celebrated its 49<sup>th</sup> anniversary this year, perpetuating the highest quality in vocational technical education to area youth and residents.

Representatives of the 10-member Regional School Committee that governs the District are: Nancy Asbedian and Glen McIntyre from Bedford; Ronald Fusco and Paula McShane Lambert from Billerica; Robert Gallagher, Chair, and Paul V. Gedick, from Burlington; Patricia W. Meuse, Treasurer, and Lisa Gallagher, from Tewksbury; and James M. Gillis and Robert G. Peterson, Vice Chair, from Wilmington. Melanie Hagman was appointed Interim Superintendent/Director of the District in March of 2019.

Shawsheen Valley Technical High School (SVTHS) is one of twenty-six (26) regional vocational technical school districts in Massachusetts. One thousand two hundred and sixty-eight (1,268) high school students were reported to the Department of Elementary and Secondary education (DESE) in SVTHS's high school foundation enrollment in October of 2019, and more than 400 adults participated in the school's various adult and continuing education courses.

The SVTHS faculty is an exceptional group of academic and vocational-technical educators, highly qualified to teach in their respective disciplines. There are one hundred forty-

three (143) full-time teachers and eleven (11) paraprofessionals. Of the full-time teachers, eleven (11) are Department Chairs and twenty (20) are lead teachers. All teachers exhibit character, health, personality, and professional competency worthy of District students.

#### **FY19 HIGHLIGHTS**

**Post-Secondary & Pathway Information.** In June SVTHS graduated 303 seniors. Sixty-six percent (66%) of graduates planned to attend a two, four-year college or other post-secondary schooling in the fall. Thirty-two percent (32%) of the graduates intended to work in their trade or another pathway, and two percent (2%) planned to enlist in the military.

**Scholarships and Awards:** One-hundred-ninety-six (196) scholarships were distributed to one-hundred-fourteen (114) students in the Class of 2019 totaling \$162,800. Twenty-eight (28) 2019 Class members were members of the National Honor Society (NHS) and the National Vocational Technical Honor Society.

**Cooperative Education Program:** At the conclusion of the school year, sixty-nine percent (69%) of eligible seniors participated in the district's Cooperative Education Program (Co-Op). Students were employed in positions related to their chapter 74 vocational-technical programs by 96 local employers.

**Student Mental Health and Wellness.** With the significant rise in mental health issues impacting schools, the District hired a school adjustment counselor, as well as additional school nurses, to work with guidance counselors and the school psychologist in order to better support students in need.

**MCAS Achievement.** SVTHS students continued to exhibit high rates of achievement on the ELA, Mathematics, and Science MCAS

## EDUCATION

### Shawsheen Valley Technical High School

exams in the spring of 2019. SVTHS's achievement scores as reported by the Department of Elementary and Secondary Education were as follows: ELA = 99.3; Mathematics = 92.8; Science = 93.2.

**Student Growth Percentile (SGP).** SGP is a statistic that measures the degree to which students mature or regress academically in English and Mathematics between the grade 8 and grade 10 MCAS exams. SVTHS had student growth percentiles of 57.1 in English and 52.4 in Mathematics.

**High School Completion.** The high school completion portion of the accountability report consists of three measures: the four-year cohort graduation rate; extended engagement rate; and dropout rate. SVTHS continued to exhibit some of the highest four-year cohort graduation rates and extended engagement rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2018 as the most recent year for the four-year cohort graduation rate and 2017 as the most recent year for the extended engagement rate in the 2019 accountability report as follows: Four-year cohort graduation rate: 98.8%; Extended engagement rate: 98.8%

SVTHS exhibits one of the lowest dropout rates in the Commonwealth. The Department of Elementary and Secondary Education factors in 2018 as the most recent year for the annual dropout rate in the 2019 accountability date as follows: Annual dropout rate: 0.2%.

**U.S. Career and Technical Education CTE Presidential Scholar.** Megan Brown of Billerica, Class of 2019, was selected as a U.S. CTE Presidential Scholar. Of the 3.6 million students expected to graduate from high

school this year, more than 5,200 candidates qualified for the award. Megan is one of 161 outstanding American high school seniors who have demonstrated academic achievement, artistic excellence, technical expertise, leadership, citizenship, service, and contribution to school and community. The U.S. Department of Education honors two students from each state, as well as 15 chosen at-large, 20 U.S. Presidential Scholars in the Arts, and 20 U.S. Presidential Scholars in Career and Technical Education. Megan was one of three Massachusetts students chosen

**Concurrent Enrollment.** SVTHS offered concurrent enrollment courses for the first time during the 2018-2019 school year and expanded access to those courses for eligible students at the start of the 2019-2020 school year, offering courses in both English Composition I and Statistics. Students enrolled in those courses are able to earn college credit from Middlesex Community College before they graduate from high school and those credits can be transferred to other institutions, depending on where students choose to enroll in post-secondary study.

**Adams Scholars.** Shortly after recognizing the superior performance of Shawsheen's sophomores, the Department of Elementary and Secondary Education lauded the school's senior class by naming seventy-nine (79) recipients of the John and Abigail Adams Scholarship Award.

#### Support Services

The Support Services Department services one of the largest populations of students with special needs in vocational education within Massachusetts, approximately 341 students comprising nearly twenty-seven percent

## EDUCATION

### Shawsheen Valley Technical High School

(27%) of our student body. The most frequently occurring area of need is in the category of Specific Learning Disability, indicating that a history of academic difficulty existed prior to their arrival at Shawsheen. Nevertheless, SVTHS has a strong graduation rate of this group of students with one hundred percent (100%) of seniors graduating in June, 2019, among the highest of any high school in Massachusetts. This compares to a state average of 72.4% percent for special needs students.

Shawsheen's special education students also demonstrated outstanding success on the spring, 2019 MCAS examinations. These results occurred due to a "team" effort on the part of Academic, Vocational/Technical, and Support Services staff to address the needs of our special education population. Students who initially experience difficulty passing one or more of the MCAS exams eventually attain graduation status through the district's MCAS remediation programs and re-taking the examination.

Parents of special education students are highly involved in the IEP Team process. Parent attendance at scheduled IEP Team meetings approaches one-hundred percent (100%). Efforts occur to accommodate parent requests for IEP Team meeting dates to ensure their participation. Prior to the IEP Team meeting, parents are forwarded forms which request their input for current concerns regarding their student's educational progress. Responses are documented in the IEP and an IEP proposal is created at the team meeting so parents can fully participate in the IEP development and understand all the elements of the IEP.

#### **Educational Technology Department**

The Computer Service Department was rebranded to the Educational Technology Department to reflect the components necessary to grow engaging learning environments for our students. The department focuses on both the operational functions to build efficiencies throughout the school and digital learning to ensure students build competencies for the digital skills necessary for both college and career.

Requests from both academic and vocational teachers for student devices continues to grow. A multiyear technology plan for computers/laptops was developed for both the educational and vocational areas. Additional laptops on mobile carts have been purchased to supplement the existing students' devices already deployed.

The district moved towards electronic publishing of report cards and progress reports through ASPEN (student management system). Parents and students have individual login accounts for ASPEN, which gives them direct access to current information on their child's progress. Single sign-on and automatic updates for several data systems in use by the district have been implemented. ASPEN (student management system) is used as the hub for the flow of all the district data elements. These data connections include Office 365, MassNotification (parent communication notification system), Mosaic (school lunch program), and Destiny (library data system). Additional data systems will be added to this project in the 2020 school year. The district's website underwent an extensive uplift, including giving the end-user a responsive experience.

## EDUCATION

### Shawsheen Valley Technical High School

#### **Community Engagement**

*Adult Evening School:* The Adult Evening School offered a wide variety of vocational/technical courses for adults interested in expanding their knowledge and skills for the 21<sup>st</sup> century workplace. Our adult education programs and workforce development training programs are designed to help develop job training skills and enhance the quality of life for residents in our communities. In addition to our technical licensing, manufacturing, vocational/technical, and occupational courses offered during two semesters from September to June, the community education program offers a wide variety of enrichment classes. These classes include business and computer applications, culinary arts, practical home repair, photography, and metal working, to name a few. Interested residents should contact the Director of Community Services & Post-Secondary Programs for information and/or a brochure.

**MassHire and Workforce Development Training:** Shawsheen Valley Technical High School continues to explore and expand its collaboration with our local workforce and career development agencies to support the statewide initiatives to fuel job growth and address employer demand for talent, and to continue to strengthen the Massachusetts economy. This past year, Shawsheen Tech's Adult Evening School provided an innovative Advanced Manufacturing Training Program, in the field of welding, for unemployed and underemployed adults as a response to an emerging skill gap challenge identified in the district's regional labor market blueprint. Programs will continue during this current school year, including training programs in electronics and other sectors of advanced manufacturing.

**Billerica House of Correction:** Shawsheen Valley Technical High School continues to collaborate with the Middlesex Sheriff's Office (MSO) and the Billerica House of Correction (BHOC), through the Director of Community Services & Post-Secondary Programs, with the established culinary arts program, always looking to expand its educational goals to incarcerated participants.

**School of Practical Nursing.** The Shawsheen Valley School of Practical Nursing graduated 32 students in June, 2019. Over 845 graduates have entered the workforce as Licensed Practical Nurses since the program graduated its' first class in 1995. 2019 was a busy year. The program's accreditation body, The Council on Occupational Education, completed a visit of re-affirmation of accreditation. The program was again granted full accreditation without recommendations. Residents interested in applying are urged to contact the Coordinator of the School of Practical Nursing, by viewing our website at [www.shawsheenpracticalnursing.com](http://www.shawsheenpracticalnursing.com).

**Summer at Shawsheen.** SVTHS hosted its 4<sup>th</sup> annual "Summer at Shawsheen" Program featuring twenty-one offerings including sports-based clinics, STEM-based classes, vocational-technical courses, academic and test-prep classes, and enrichment courses for students entering grades 5-12. This program provided 380 students in member towns with a variety of summer learning opportunities and continues to expand each year. Individuals seeking summer program information should contact the Summer Programming Coordinator.

**Project Explore.** Nearly 450 middle-school students from the District participated in after-school career awareness activities during the



## EDUCATION

### Shawsheen Valley Technical High School

2019 winter semester. Project Explore is a free, quality after-school program offered to 7<sup>th</sup> grade students who reside in the Shawsheen Valley Technical High School District. It provides a great opportunity for students to visit the school and explore 6 of our 22 different vocational-technical shops, offered over a three-week period. For registration materials or general information, interested residents should contact the Director of Community Services and Post-Secondary Programs.

**Aquatics and Swim Program.** In 2019, the newly renovated pool was dedicated to the late, long-time School Committee member from Billerica, Mr. Kenneth Buffum. Continued programs such as family swim, lap swim, water aerobics, and swim lessons are thriving, as they are continuously provided throughout the year. Also, the Kenneth L. Buffum Pool continues to serve as the home site for interscholastic high-school swim teams in the community. The new touch pad timing system and score board have enhanced the facility immensely. Individuals seeking swim program information should contact the Aquatics Director.

#### **Athletics Athletic Achievements**

Student athletes experienced great success in athletics by the end of the 2018-2019 school year. CAC League Championships were earned in Golf, Cross Country (Girls), Boys Basketball (Tri-Champs), Wrestling, Boys Lacrosse, Tennis, and Track (Girls). State Vocational Championships were earned in Cheering (Winter), Swimming (Girls), Swimming (Boys), Wrestling and Girls Lacrosse.

#### **Vocational/Technical Programs Construction Cluster**

Throughout the 2018-2019 school year, the five construction programs – Carpentry, Electricity, HVAC-R, Masonry and Plumbing – participated in multiple community and in-house district projects. These project-based activities provided opportunities for students to experience collaboration in achieving a common goal while achieving mastery of both practical and cognitive skills found within their Career Vocational Technical Education (CVTE) frameworks. These projects also prepare students to become economically productive by incorporating cutting-edge knowledge and technology within their occupational careers. The construction cluster completed many projects throughout the five towns, as well as numerous projects within the school building.

#### **Advance Manufacturing Cluster**

**Electronic/Engineering Technology:** A new Chapter 74 Engineering Technology program has been merged into the existing Electronics program and a new instructor was hired to develop and build the program. Collaboration within the advanced manufacturing cluster has given students ample opportunities to integrate their skills in community and in-house projects. Thirteen seniors graduated earning the Certificate of Occupational Proficiency in Electronics, with approximately 70% moving on to higher education.

#### **Drafting**

A competitive Capital Skills Grant of \$125,000 was awarded with matching school funds of \$80,000 to help renovate the shop and to supply advanced technology to implement curriculum and provide a modern, healthy classroom and shop environment conducive to industry standards. In-house and community service projects continue to be part of the

## EDUCATION

### Shawsheen Valley Technical High School

curriculum, with projects including: creating evacuation plans for Billerica Housing Authority and in-house Evacuation Plans for Shawsheen Tech academic classrooms.

**Machine Tool Technology/Advanced Manufacturing Technology:** Students continue industry recognized certifications that include the National Institute of Metalworking Skills (NIMS), Occupational Safety and Health Administration OSHA-10, & Manufacturing Advancement Center Workforce Innovation Collaborative (MACWIC) Level 1 & 2 Certifications. Collaboration continues with Drafting in designing, creating, and processing projects with SolidWorks

#### Services Cluster

**Cosmetology:** The students in Cosmetology continue to serve hundreds of patrons from the community which provides hands-on training for students. In the SkillsUSA competition, a junior student and her model placed Gold in the District and State competition, placing fourth at the National competition in Kentucky.

**Metal Fabrication & Joining Technologies:** Working collaboratively, students have designed and built various projects for the community and the district. Projects included the Stone Zoo - structures & decorations for the "Zoo Lights" - railings for the new cafeteria patio, custom outdoor fire pit for the alumni dinner. Technology upgrades provided software for the Plasma Cam system, allowing students to learn how to cut more intricate pieces on the equipment.

**Automotive Collision Repair and Refinishing:** Multifarious projects completed by the students not only helped them obtain mastery of their skills but these endeavors also benefited numerous customers within the

community. New I-Car curriculum has been implemented in the related program to balance with the new technologies performed within the shop project-based activities.

**Automotive Technology:** An educational trip to World of Wheels provided opportunities for students to learn about new trends in the Automotive field. Students continue to participate in Automotive Service Excellence (ASE) exams for the ASE entry-level certification program. Local businesses provided donations and valuable resources in the completion of the 1968 Ford F100 restoration project. Approximately two-thirds of seniors participate in the cooperative program.

**Culinary Arts/Hospitality Management:** The Rams dining room provides student-centered involvement in a dynamic environment approach in order to acquire a deeper knowledge through active exploration of actual challenges while serving the public. The new food truck is up and running, serving the communities at Farmers' Markets and special town events. The Hospitality Management program has been merged into the Culinary Arts program.

#### Arts, Communication & Technology Cluster

**Design and Visual Communications:** This program once again stands out in preparing students for Post-secondary education. The class of 2019 continued to set the bar for college placement into two- and four-year trade related programs with twenty students participating nationally and internationally. Students performed exceptionally well in SkillsUSA Competitions - 1 National Silver Medalist - 2 State Gold Medals and 4 State Silver Medals. During the summer of 2019, two instructors participated in a rigorous

## EDUCATION

### Shawsheen Valley Technical High School

Advanced Placement (AP) training course at Fitchburg state college focusing on AP Drawing and AP in 2D Design. This initiative continues to expand and offer opportunities to our students.

#### **Graphic Communications:**

Project-based learning is a major component of this program where this inquiry-based approach to learning happens daily. The growth of the program has been up-dated with new equipment for embroidery, screen printing, and sublimation printing. With this equipment students learn on the latest technology while gaining essential skills creating actual promotional items that can be utilized by the district. Participation in the SkillsUSA competition produced a National Gold Medal winner in Screen Printing Technology – three medals at Districts (2-Gold and 1 Silver) and one Gold medal at States. Students also thrived in winning Industry awards in PINE competition: First place large format, First Place – Sublimation, Second Place – Embroidery; Second Place – Offset Printing; Third Place – Window Graphics.

#### **Information Support Service & Networking/ Programming & Web Development:**

This department has completed its fifth year with a Programming and Web Chapter 74 program which has seen significant growth. The programming portion of this shop incorporates programming via video game development. Students were given professional accounts for Unity 3D and learned the interface while coding in C+ to create cutting edge games. Dual enrollment opportunities and scholarship opportunities are offered to all students in this shop to achieve college credit from Becker College while attending Shawsheen.

**Business Technology/Marketing:** Business Technology & Marketing students continue to earn several Microsoft Office certifications. In addition to earning Microsoft certifications, two students earned the honor of being invited to compete in Microsoft's National Competition over the past two years. Students are also beginning to earn additional certifications in QuickBooks, Financial Literacy and Google Advertising.

#### **Life Science Cluster**

**Dental Assisting:** The Dental program presently has thirteen senior students working in cooperative placements in dental offices within the local community. Many have become licensed as Dental Assistants, Registered Dental Assistants (RDA) for the State of Massachusetts and one in the state of Maine. A new Sterilization Center is presently under construction that will provide a safe environment for all, while maximizing student's competencies and proficiencies.

**Medical Assisting:** The Medical Assisting Program is accredited by, and affiliated with, the AMT (American Medical Technologists). All senior students gain clinical experience through our Cooperative Education Program or externship at Lahey Hospital and Medical Center in Burlington. Through collaboration with our very active Advisory Board, we keep our equipment, program, and curriculum at a state-of-the-art level in order to meet the needs of the current job market and potential employers.

**Health Assisting:** Twenty-six students enroll annually in a vigorous curriculum culminating in a Massachusetts Department of Public Health certification as a nurse assistant. The addition of the curriculum, care of the patient in the acute care setting during senior year

## EDUCATION

### Shawsheen Valley Technical High School

supplemented with Capital Budget funding has enabled our graduates to work in acute care settings. Our students enjoy success at SkillsUSA with one junior level student winning a National Gold Medal in Basic Health Care.

**Capital Budget / Perkins V Grant / Workforce Capital Skills Grant:** The Carl D. Perkins Career and Technical Education Grant (Perkins IV) is a principle source of federal funding to states and discretionary grantees for the improvement of secondary and postsecondary career and technical education programs. SVTHS received a \$125,000 Workforce Skills Capital Grant award to renovate the Drafting program and to purchase new equipment.

**SkillsUSA:** SkillsUSA is a national non-profit organization preparing students for careers in trade, technology, and skilled-service occupations. SVTHS earned seventy medals at the 2019 District competition and twenty-nine medals at the State competition, including seven gold medals. Eight students represented SVTHS in SkillsUSA National Competition in Louisville, KY and two Gold Medals were brought home.

**Robotics Club:** Students engage in VEX Robotics Competition, presented by the Robotics Education & Competition Foundation. SVTHS has three teams of students that are tasked with designing and building a robot to play against other high school teams. During these competitions, students are given the opportunity to apply their new-found STEM skills in an enthralling game-based engineering challenge.

**eSports:** eSports (aka electronic sports) is a form of competitive sports using video games. Shawsheen is in its second year of having

Massachusetts-recognized varsity level eSports team. SVTHS eSports has two organized teams that compete with other high school teams in individual and multiplayer video game competitions. Shawsheen also has an elite eSports lab with twenty-five gaming machines powered with Nvidia 1080 gaming cards, 27-inch high-definition gaming monitors, Corsair mice and gaming headphones. SVTHS has formed partnerships with MindTrek, Gamer Sensei and PlayVs.

#### Conclusion and Acknowledgement

The SVTHS Committee, staff, and students gratefully appreciate the support that they receive from the residents of the five-member District. The SVTHS family especially acknowledges the continued financial support of the local town managers, finance committees, and town meetings, who collectively ensure and perpetuate the highest quality in vocational/technical training opportunities for area youth.

The District mourned the loss of two school committee members during 2019: Donald Drouin of Bedford, who served on the Shawsheen School Committee for seventeen years passed away in January; Kenneth L. Buffum of Billerica, a Shawsheen School Committee member for fifty years, passed away in March.

The District is grateful for the significant contributions provided by SVTHS staff and employees and acknowledges the many contributions of the SVTHS staff who retired during 2019. Those retirees are: Theresa Romkey, School Nurse; and Donna Young, Support Services Instructor.



# BEDFORD FREE PUBLIC LIBRARY

**Richard Callaghan, *Library Director***

## **PURPOSE**

The Bedford Free Public Library is open 69 hours a week, 7 days a week (except Sundays in the summer). At least one professional Librarian, with an MLIS degree, is available every hour the Library is open. Free programs, storytimes for children, and activities for all ages are held year-round. The Library offers desktop computers with Internet access, office suite software, and online databases. Patrons can print from the desktop computers. Laptops and Chromebooks may be checked out for in-house use. Wireless Internet access is available throughout the building.

Our virtual branch can be accessed through our website at [www.bedfordlibrary.net](http://www.bedfordlibrary.net) or the MLNMobile app for phones, tablets, and other mobile devices. Patrons can connect to their accounts, the Minuteman Library Network Catalog, databases, and downloadable resources 24 hours/day, 7 days/week.

## **Library Mission and Purpose Statement**

The Bedford Free Public Library provides free and open access to information, knowledge, and the pursuit of ideas in an environment that is comfortable and welcoming to patrons of all ages, abilities, and cultures.

## **EMPLOYEE STATISTICS**

Full-Time: 10

Part-Time: 33



## **LIBRARY STATISTICS**

<b>Circulation and Holdings</b>	
Circulation, Including Digital Content	328,011
Items Borrowed from Other Libraries	47,816
Items Loaned to Other Libraries	36,155
Holdings (Including Digital Content)	186,170
<b>Library Services and Attendance</b>	
Reference Questions Answered	14,870
Library Programs Offered	611
Program Attendees	16,259
Total Library Attendance	203,290

## **FY19 HIGHLIGHTS**

### **Building**

Thanks to the wisdom of the Board of Library Trustees in choosing to deaccession (sell) the Bowie knife and use the proceeds to serve our patrons who have consistently requested greater access to small and collaborative space, the Library was able to open four, new study spaces in March 2019. Each room has a table, seating for two, a whiteboard, and multiple electric outlets.

In FY18, Mr. Robert Watson bestowed monies to refresh the Reference and Conference Rooms furnishings. In September, the Library used the remaining donated funds to purchase and install signs in these areas. Two signs acknowledge the dedication of Mr. Watson's late wife, Pat, to the Library. A third sign, in honor of retired Library Director Meredith McCulloch, was hung in the nearby Periodical Reading Room.

Ray Barry, the Building and Systems Superintendent, worked with Facilities Department and FTG on the town-wide communications project to use one system for all town telephones. The library's phone number remained the same, but new extension numbers have been assigned to all phones.

### **Collections**

The Library of Things collection continues to grow. Based on patron requests, we added a laminator, coffee urn, and three items designed to soothe or engage dementia patients.

Digital collections are expanding to meet increased patron demand for free e-books, audiobooks, digital magazines, music, movies, and television. Our newest offering is Kanopy, a collection of more than 30,000 digital films that patrons can access at any time.

Bedford High School yearbooks from 1958 to the present are available to view and download thanks to the Digital Commonwealth, which is

## BEDFORD FREE PUBLIC LIBRARY

hosted at the Boston Public Library.

In addition to the collections highlighted above, there are excellent sources of information freely available online to everyone with a library card. Our databases provide patrons with superb information on Business, Finance and Investing, Health and Wellness, Genealogy, History, and Biography. Students can access multiple encyclopedias. In addition to current periodicals and newspapers, there are collections of historic newspapers and historical documents. Consumer Reports, Lynda.com, and the Mango Language Learning program are just a few examples of popular digital resources that the Library offers.

### Programs

The Library participated in the Town's Annual Summer Walkabout in July and the Winter Walkabout and Tree Lighting in December.

In August, the Library was a stop on the Minuteman Library Crawl. Participants used an app to do self-guided tours of libraries in several communities in the Metrowest area. Each library highlighted something unique and interesting about their collection or building. Guests discovered Murphy the Turtle and the Bedford Flag when they stopped at our Library.

Our annual Summer Reading Programs were a success! Nearly 500 children registered for the program and 1,672 attendees enjoyed storytimes, varied performances, and a lively End-of-Summer Bash with popsicles and entertainment from the always engaging Toe Jam Puppet Band. Approximately 60 teens participated, completing 193 reading challenges and reading 259 books. Forty adult readers submitted book reviews and responded to weekly reading challenges.

Dr. Daniel Breen presented his 13<sup>th</sup> Annual Winter Lecture Film & Discussion Series. This year's topic was "100 Years of War: A Century of Native American Resistance 1790-1890" and

as usual, there was standing room only at each of the five presentations.

The Library hosted monthly book discussions, cooking programs, needlecraft programs, weekly movie nights, meetings of the Genealogy Club, and Book-a-Librarian classes. The Library also hosted special presentations by singer/songwriter Joe Flood who performed a Troubadour's Tour of Historic Nantucket in October and the musical group Women in World Jazz in March.

Teens met every Wednesday afternoon during the school year and enjoyed a wide variety of programming designed specifically for them by our Teen Librarian, Pam Aghababian.

More than 13,200 children and their caregivers attended age-appropriate activities, including traditional storytimes, a special storytime with the Bedford Police Chief, bilingual storytimes led by Chinese-speaking staff, the second Annual Egg Drop, music with Sarah Gardner, and a special presentation of Didgeridoo Down Under that introduced young ones to Australian music, culture, flora and fauna. The Homeschool Book Club, Library Labs, Crafternoons, and the perennially popular Lego Challenge kept young minds engaged and little hands busy.

All ages enjoyed celebrating Chinese New Year (the Year of the Pig) in February and participating in the 9<sup>th</sup> Annual Peeps Diorama Contest in March.

The Bedford Stories Project added a series of oral histories by past Citizens of the Year. Bedford resident Leslie Wittman collects and records these informal narratives. The recordings are hosted by Sound Cloud and can be accessed via the Library's website.

### Staff

Building and Systems Superintendent, Ray Barry, retired after 24 years of exemplary service.

## BEDFORD FREE PUBLIC LIBRARY

Rand Hall, Head of Reference, spent a month in the Korean Immersion Program at Sogang University in Korea improving his cultural and linguistic fluency. Rand is responsible for the Korean language collection.

Bethany Klem, Head of Children's Service, was informed in August that her application for the "Mind in the Making" LSTA (Library Services and Technology Act) grant from the MBLC was approved. Bethany and Children's Librarian Elaine Garnache used the \$10,000 to transform our storytime room, when not in use for storytimes, into a playspace with themed materials to prompt imaginative expression and free-play for our youngest patrons.

Staff attended a six-hour workshop on Security, Situational Awareness, and Active Shooter Response presented by retired police officers Cleveland M. Coats, Jr. and Charles S. Crayton, Jr. in September. In May, Jon Mattleman presented a workshop on Mental Health and Public Libraries for all staff.

### **Library Trustees**

Trustee Emily Mitchell chose not to run for re-election. Alma Hart was elected to her first three-year term. Elizabeth Hacala and Abigail Hafer were each re-elected to serve another three-year term on the board.

Trustees Rachel Field, Elizabeth Hacala, and Michael Pulizzi managed the Library Corporation. The Bedford Free Public Library Corporation supports the Library through gifts and bequests. The Corporation was founded in 1876 to create the first public library in Bedford. Throughout the years, the Corporation's support has allowed the Library to provide services and support professional development that could not be accommodated by the budget approved at Town Meeting. In addition to funding new study rooms, the Corporation financed the following: Situational Awareness Training, staff attendance at the American Library Association Conference in

Seattle, the American Library Association Annual Conference in Washington, DC, the Massachusetts Library Association's Annual Conference in Framingham, the New England Library Association's Annual Conference in Warwick, RI, and ongoing support for collection development and the Bedford Stories Project.

### **Friends of the Bedford Free Public Library**

Using monies raised through membership fees and used-book sales, the hardworking Friends supplied the Library with funding for the following: opportunities for staff development and education; programs for children, teens, and adults; prizes for summer reading; museum passes; public performance movie licenses; television series on DVD; the BookPage monthly subscription; posters and bookmarks; art displays; refreshments at Library programs; and small volunteer appreciation gifts. The Friends also provided funding for the ever-expanding and increasingly popular Library of Things collection and a new BookScan Station, which offers text-translations and photo-editing in addition to very speedy scanning.

The Friends Officers were: Bonnie Kelly and Susan Rogalski, Co-Presidents; Renee O'Donnell and Margaret Jackson, Co-Vice-Presidents; Sheila Albrecht, Secretary; and Joel Shwimer, Treasurer.

### **Library Volunteers**

The Library enjoyed the invaluable assistance of adults and teens who contributed 809 service hours this year. Volunteers helped by calling patrons about reserves, re-shelving Library materials, contributing to special projects, and performing routine office tasks. Three student volunteers from the Nashoba Learning Group assisted staff inventory the non-fiction collections.

FY19 Adult Library Volunteers were: Anne Dawson, Bruce Dawson, Joung Goulet, Ruth

## BEDFORD FREE PUBLIC LIBRARY

Greenberg, Juliet Hirsch, Jan Shepard, Blanche Wentworth, Sue Wieczorek, and Linda Young.

A special thanks to:

- Elaine Yang, an AARP-trained tax specialist, who addressed tax issues February to April.
- The Daniel R. Nickerson Foundation for its support of our special collection on learning issues and developmental disabilities and programs related to these topics.
- Members of the Bedford Garden Club, who volunteer their time, energy, and resources for the beautification of Library grounds.
- The Andrew Zuckerman Memorial Collection for funding the Library beehive.

### Arts Steering Committee

Members of the Arts Steering Committee generously donated their time and talents in the selection and organization of artwork by local artists for display in the Art Gallery. Committee members are: Jean Hammond, Astrid Reischwitz, and Carol Rissman. The Community Art Wall, opposite the Children's Room, displays small exhibits by emerging artists, art students, and others who may not

have enough work for a full show. The Library Director manages the bookings for this space.

### FY20 PROJECTIONS

- Staff will continue to expand adult programming, collections, and initiatives to meet the needs of our diverse and growing community. Specialists will enhance youth collections and programming.
- The Building Superintendent and Systems Manager will oversee replacing the aging internal wireless system to ensure robust access to WiFi throughout the building.
- The Library will install a wireless printing system that provides color copies and enables patrons to print directly from their phones, tablets, or laptops.
- The Director will investigate the possibility of installing security cameras to enhance the safety and security of patrons and staff.
- The Library will refresh the aging LCD projector and A/V equipment for patrons who reserve the Meeting Room.
- Modern foot traffic sensors will be installed at the public entrances to gauge visits.

## Cultural Council

**Barbara Purchia, *Chair***

### PURPOSE

The Bedford Cultural Council (BCC) is a state-funded, Selectmen-appointed volunteer committee whose mission is to support community-based cultural projects in Arts, Sciences, and Humanities.

The Massachusetts Cultural Council (MCC) provides annual fund allocation to 329 Local Cultural Councils (LCC) serving all 351 cities and towns in the Commonwealth. The State legislature provides annual appropriations to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community.

### FY19 HIGHLIGHTS

MCC allocated \$5,000 to BCC, a \$400-increase from FY18. The Town allocated \$4,600 toward the total funds-to-grant pool; over \$10,000 was granted to 23 organizations and individuals.

A reception recognizing and thanking grant recipients was held in April. State Senator Mike Barrett, State Representative Ken Gordon and MCC representative Luis Cotto attended along with recipients.

A community input survey was conducted in June to assess Bedford's cultural needs, and over 140 people responded. Although the



## CULTURAL AND HISTORICAL ACTIVITIES

### Cultural Council

majority know about the Bedford Cultural Council, BCC needs to increase awareness about community-based grants. While most were satisfied with current funding, there were suggestions for more multi-generational

programming and community art visibility.

BCC is part of the Bedford Arts and Culture Working Group, promoting cultural events, Arts and Culture project collaboration, and working to obtain a Cultural District designation from MCC.

Applicant Name	Project	Amount
Bass, Robert	"As I see it" - Photography by Bob Bass	\$200
Bedford Arts and Crafts Society	Series of Artist Demos and Workshops	\$600
Bedford Arts & Culture Working Group	Utility Art Box Project	\$250
Bedford Center for the Arts	Image as Metaphor: Creating Projects with Deeper Meaning	\$200
Bedford Embraces Diversity	Martin Luther King Jr Day Community Breakfast and Community Conversations	\$900
Bedford Garden Club	The Natural World of Winnie-the-Pooh	\$359
Bedford Girls Scout Troop 69034	Painting with Friends for a Cause	\$550
Bedford Historical Society	Community Lecture Series	\$1,000
Bedford Mothers Out Front	School Liquids Trash Diversion Pilot	\$150
Bedford Patrons of Music Students	POMS Musical Salon	\$250
Bedford TV	Multi-Camera Video Recording with Sling Studio	\$1,500
Concord Women's Chorus	Searching Love	\$100
Delvena Theatre Company	Meet Julia Child!	\$225
Herman-Haase, Eileen	Dancing Through the Decades with Dance Caliente	\$300
Jameson, Scott	'A Universe of Stories' Library Program	\$250
Kammerwerke Double Wind Quintet	Kammerwerke Double Wind Quintet Concerts (3)	\$2,000
Kammerwerke Double Wind Quintet	Composition & Performance of a Music Work for Double Wind Quintet	\$400
Nashoba Learning Group	Transportation to Local Community Worksites	\$100
Root, John	A Celebration of Song	\$200
Silver-Ebony-Ivory Trio	Silver-Ebony-Ivory Trio Concert	\$300
The Concord Chorus, Inc.	Concerts	\$100
Tincknell, Roger	Pete Seeger to Peter, Paul and Mary	\$250
Wittman, Leslie	Letter to My Younger Self	\$800

### **FY20 PROJECTIONS**

MCC announces LCC allocations in September. BCC will seek electronic applications Sep 1st — Oct 15th, review in November, and notify in January. Any cultural project that meets MCC

and BCC guidelines and is completed between July 1, and December 31, is eligible. Priorities, guidelines, information and forms are online at [www.mass-culture.org/Bedford](http://www.mass-culture.org/Bedford).

Contact [BedfordMACulturalCouncil@gmail.com](mailto:BedfordMACulturalCouncil@gmail.com) with questions or find us at [www.facebook.com/bedfordculturalcouncil](https://www.facebook.com/bedfordculturalcouncil).

## CULTURAL AND HISTORICAL ACTIVITIES

### Historic District Commission

**William Moonan, *Chair***

#### **PURPOSE**

The Bedford Historic District Commission (HDC) was established in 1964 by Town-Meeting vote and ratified by the Massachusetts Legislature via the Acts of 1964 as amended as the guardian of the Bedford Historic District. As stated in the Commission's Enabling Act, the purpose of the Commission is "the preservation and protection of buildings, places and districts of historic significance, [to be accomplished] through the maintenance of said buildings, places and districts as sites and landmarks compatible with the historical tradition of Bedford." A copy of these Acts, with more detailed information about how the Commission works, is available at the Code Enforcement Office at Town Hall.

The Historic District runs west along The Great Road, from the Bacon Road/Hillside Avenue intersection, around the Town Common, to the intersection of North Road and Carlisle Road. A detailed map is available at the Code Enforcement Office.

Members are appointed by the Selectmen for a three year term. There are five full members and two alternates. The alternate members are encouraged to attend all meetings, participate, and be ready to step in as a voting member as needed. The Commission meets the first Wednesday of each month (more often as needed) for business meetings and public hearings. The Acts mandate that the Commission includes a member of the Historical Society or Historical Preservation Commission, an architect or person in the building trade, and a Historic District resident. Others are residents who have an interest and/or background in historic preservation.

#### **EMPLOYEE STATISTICS**

One full-time employee who works in the Code Enforcement Department in Town Hall.

#### **FY19 HIGHLIGHTS**

Applications were approved for commercial signage, landscaping, windows, and other architectural features within the Historic District. The North Road section of the District, in particular, saw several substantial approvals, including extensive rehabs and renovations to existing structures that will greatly enhance the character of the neighborhood.

#### **FY20 PROJECTIONS**

The Commission does not have particular projections for the coming year, but will ensure the preservation of District historic houses and buildings, including overseeing changes to signs, windows, additions, and landscaping. The Commission welcomes public participation at all meetings, and has been grateful to see many Townspeople attend this past year.



## CULTURAL AND HISTORICAL ACTIVITIES

### Historic Preservation Commission

**John Linz, *Chair***

#### **PURPOSE**

The Historic Preservation Commission (HPC) preserves, protects, develops and manages historical, archaeological and cultural assets. Like other local historical commissions throughout Massachusetts, HPC undertakes historic preservation planning; inventories the Town's historic properties; prepares National Register of Historic Places nominations; applies for Survey and Planning grants from the Mass. Historical Commission (MHC); participates in the Mass. Preservation Projects Fund (MPPF) to preserve municipal properties; comments on state or federal projects that affect historical or archaeological resources; advises the Selectmen and Town boards; administers provisions of Bedford's Demolition Delay Bylaw; and engages in various activities to educate the public about historic resources.

#### **FY19 HIGHLIGHTS**

##### **Proposed Concord Road Historic District**

The application for designation of a Concord Road Historic District was denied by the Massachusetts Historic Commission (MHC). The denial was based on an MHC site review that determined that, modifications to the buildings had lost much of the historic architectural integrity that would make them desirable for a Historic District. However, they noted that the Colonel Timothy Jones house at 231 Concord Road, built circa 1775, has retained its architectural integrity and would be eligible for National Register status on an individual basis. Such an application was filed and the decision is pending.

##### **Michael Bacon House**

The Michael Bacon House at 229 Old Billerica Road was built circa 1682 and is the oldest

surviving house in Bedford. HPC and the owner have been exploring the possibility of the Town purchasing a preservation restriction on the property. This restriction would become part of the deed and would add specific restrictions on future house development with the intent to preserve its historical character. Discussions continue with the property owners.

##### **Demolition Delay**

HPC administers the Town's Demolition Delay Bylaw for all properties built before January 1, 1943, or built at an unknown date. If such a structure is proposed for demolition, the application comes before HPC review. HPC then determines whether the property has historic significance and designates it as either "Significant" or "Not Significant". If Significant, HPC holds a public hearing to determine whether the property will be "Preferably Preserved". If so, HPC may impose a demolition delay of up to 18 months to provide time for the Commission and applicant to agree on the appearance of the "preferably preserved" replacement structure; the demolition delay can be removed when an agreement is reached. This year, six properties were acted on under the terms of the Demolition Delay Bylaw:

52 South Rd	Significant, Preferably Preserved
61 South Rd	Significant, Demolition approved subject to conditions
330 South Rd	Significant, Preferably Preserved
11 Summer St	Not Historically Significant
11 Bacon Rd	Significant, Preferably Preserved
32 Page Rd	Not Historically Significant

## CULTURAL AND HISTORICAL ACTIVITIES

### Historic Preservation Commission

#### Municipal Properties

HPC actively supports preservation, protection, development, and management of historical, archaeological, and cultural assets.

#### Old Burial Ground

HPC works closely with DPW to oversee and monitor the maintenance of the Old Burial Ground. Members regularly visit the cemetery to determine issues needing attention. These issues are brought to the attention of DPW.

#### Shawsheen Cemetery

HPC works closely with DPW monitoring *The Shawsheen Cemetery Preservation Plan*, as submitted to the Massachusetts Historical Commission. Most of the work has been completed, although work at the main entrance Memorial Gates remains.

#### Depot Park

Ongoing historic restoration of the Passenger Depot was previously completed. The decking, steps, and handrails around the Freight House Welcome Center were replaced before they became a safety hazard and used funds through the Community Preservation Committee (CPC).

#### Job Lane Farm Museum

HPC manages the Town-owned Job Lane property at 295 North Road. Working through the Friends of the Job Lane House, house tours as well special programs take place throughout the summer and fall. HPC also coordinates its activities with the Departments of Public Works and Facilities, and Friends of the Job Lane House under a Memorandum of Understanding (MOU) that outlines responsibilities among those organizations.

This past year we had some serious leaks in the back half of our 25-year-old barn roof which resulted in damage, particularly in the gift

shop. The Facilities Department arranged for the a partial roof replacement on an emergency basis. The front roof will be replaced as funds become available. Within the barn, the kitchen area was refurbished.

The museum's fire suppression system (Annual Town Meeting FY17) was completed. This included some cosmetic work to box-in newly exposed fire suppression plumbing with period appropriate carpentry and painting. We celebrated the 25<sup>th</sup> birthday of the reconstructed barn which was built using materials and techniques that mimicked practices used at the Job Lane House.



#### Historic House Plaques

Owners of historic properties are encouraged to display plaques with the construction date and, if desired, historic name. Applications are obtained from HPC or Town Manager's Office. After HPC confirms the date and wording owners can order the plaques.

HPC members are on the Town Museum Study Committee, Community Preservation Committee, Fawn Lake Study Committee, and the Cultural District. They give progress reports for each group at monthly meetings.

#### FY20 PROJECTIONS

Many of the above activities will continue into FY20; no major, new initiatives are currently planned.



## CULTURAL AND HISTORICAL ACTIVITIES

### Town Historian

**Sharon McDonald, *Town Historian***

#### **PURPOSE**

The Town Historian is a source of information about the life, families, buildings and events in Bedford from before Town-incorporation in 1729 to the present. She not only answers specific questions, but also responds to requests for speaking engagements, newspaper articles, genealogical data, and scholarly source material. She proactively researches and creates opportunities to share Bedford's rich history.

#### **FY19 HIGHLIGHTS**

- The Town Historian is proud of her role. Bedford history is fascinating!
- The Bedford Minuteman Company asked the Historian to speak at the Pole-Capping celebration in April. As it did not involve climbing the Pole, she assented.
- Visitors to the Town Hall Open House were challenged Bedford history trivia. ("True or False: DID Paul Revere carry the Bedford Flag on April 19, 1775?")
- On Bedford Day, the Historian shared a booth with the Bedford Historical Society and invited people to reach out to her with Bedford history questions.
- In January, the Historian presented a two-part program at Carleton-Willard; first was an overview of Bedford history, attended by ~70 residents and second was a landmark tour for a bus-full of new residents. The winter day was advantageous as the lack of leaves made for better sight-seeing.
- On Earth Day, Mothers Out Front heard a short program about Lydia Pinkham, the late 19<sup>th</sup> century concocter of medicine for "women's problems".
- In February, the Historian expanded upon last year's lecture "Slavery in Old Bedford"

with an accompanying power-point presentation that was delivered to the Bedford Historical Society. She presented the program for the MILES Adult Learning series at Middlesex College.

- A program with power-point illustrations on the subject, "Bedford's History in the 19<sup>th</sup> Century" was delivered to the Bedford Lyceum at the Unitarian Universalist church and later at the Council on Aging.
- The Historian led an hour-and-a-half long walking tour through historic Bedford Town Center for the Trails Committee. About a dozen walkers joined in.
- Several articles were published in *The Bedford Citizen* including one about Bedford Santa.
- One particularly interesting question asked was, "When was beer last brewed in Bedford?" The search required many sources and finally papers on the subject came from the Historian at Old Sturbridge Village. Sometimes being the Historian does not mean knowing the answers, but knowing whom to ask!

#### **FY20 PROJECTIONS**

- The Historian looks forward to continuing work with The Bedford Historical Society.
- She is eager to finish her book (for 9-12 year-olds) which is in the editing process; she compressed Bedford history into twenty short chapters. It should be published late in FY20.
- The Historian hopes to be a resource to Bedford Public School teachers and students. Concord and Lexington history is important but knowing one's own Town's history is mandated in the Massachusetts Frameworks curriculum.
- She aspires to match her knowledge to Town needs.

## CULTURAL AND HISTORICAL ACTIVITIES

### Arbor Resources Committee

**Jacqueline Steller Edwards, *Chair***

#### **PURPOSE**

The Arbor Resource Committee's (BARC) purpose is to enhance the quality of life in Bedford by protecting, preserving, developing, and managing the arbor resources on publicly-owned lands and by encouraging preservation and development of arbor resources on private lands. Improved communication among Town departments, committees, and citizens underlies and facilitates many of its goals.

#### **FY19 HIGHLIGHTS**

The new Town of Bedford Tree Policy better defined and expanded BARC's role promoting "a diverse, healthy and sustainable urban forest to provide for the general welfare of Bedford's citizens."

A very busy spring and summer construction season incorporated BARC's new role in the review and appeals process, which began with the traditional steps of reviewing site plans and doing site visits — for the John Glenn Middle School front lawn tree removal and again for the school's expansion, for sidewalks at Hartford-Crescent-Bacon-Loomis and Pine Hill Road, for the private Pine Hill Crossing development's sidewalk, and for the ADA-compliant Lane-School-to-Rail-Trail path through a wooded lot. As the process for project developments progressed, BARC held newly-established Town Tree Meetings and Optional Tree Meetings, when appropriate, which functioned as intended to enhance government transparency and encourage citizen input into the Town's development process. Abutters and members of the community participated actively in these meetings and members of Town departments gave thoughtful consideration to resident concerns.

BARC met with the Charter and Bylaw Review Committee to discuss changing the committee status from *ad hoc* to standing, focusing on its structural function in the review and appeals processes in the Town's new Tree Policy.

When many large trees surrounding the front of the Middle School needed to be removed, BARC took the opportunity to offer a landscaping plan that could be a model for future public landscaping: aesthetically pleasing, environmentally sustainable, diverse and resistant to climate change, as well as suitable for the needs of both the community that works at the facility and that must maintain it.

#### **Further Activities**

BARC pursued this year include the following: An ongoing initiative, pursued by the committee and DPW, is aimed at replenishing our street tree population at minimal cost to the Town. The (almost) Free Tree Project, a public- private approach, compensates for limited resources to water street trees. The project, which provides a small number of trees each year, has been very popular with the public.



## CULTURAL AND HISTORICAL ACTIVITIES

### Arbor Resources Committee

This year, Arbor Day in Bedford was celebrated in the morning by BARC, DPW, and Selectmen planting a Black Haw, *viburnum prunifolium*, at the Middle school near the superintendent's office entrance, and, in the evening, by presenting our 14<sup>th</sup> Arbor Day Talk, "A Talk Around Bedford's Urban Forest: inspired by Peter Wohlleben's, The Hidden Life of Trees." The speaker, Christa Collins, is Director of Land Protection for Sudbury Valley Trustees. For April, Arbor Month, the committee filled the window outside of the Children's Room of the Public Library with books and artifacts related to and promoting the talk.

BARC receives and responds to requests from Town boards and residents about arbor issues, as well as initiates interactions. Bedford Hanscom Girl Scout Troop 85197 presented their proposed Silver Award project to locate methane leaks in town because methane can kill nearby trees. They later returned to update the committee on their results. A link to those results is on BARC's town webpage. Members of First Parish were concerned about the health of the pine tree in their front yard on the historic part of the Town Common. They asked

the Tree Warden for an assessment. Representatives of First Parish, the Historic District Commission, DPW, BARC and the Tree Warden conducted a site visit. BARC continued updating our recommended tree list in response to climate change, contributing occasional articles to the Bedford Citizen about tree pleasures, care and concerns and updating our web presence on the Town website.

#### **FY20 PROJECTIONS**

BARC will continue research on climate change's effects on arbor resources in Bedford's region and suggest updates to town practices accordingly, including updating our recommended tree list. BARC looks forward to discussions with the Charter Committee, Selectmen, and Town Manager about our committee status. We will continue to identify significant public trees and, ultimately, look forward to receiving official recognition for them. The committee anticipates participating in site reviews and visits, meetings and hearings about public and private development projects and presenting an Arbor Day talk and a nature identification walk through conservation land.

### Bedford Housing Authority

**Jane Puffer, Chair**

#### **PURPOSE**

Bedford Housing Authority (BHA) is a real-estate service organization providing affordable housing for people of low- and moderate- income through direct housing in government-owned developments. The Bedford Housing Authority is an independent and quasi-municipal agency, charged by

statute with providing safe and affordable housing for eligible persons. It is a public body, politic and corporate, duly organized and existing pursuant to Massachusetts General Laws, Chapter 121B, Section 3.

BHA administers 100 housing units, including: 80 units of Chapter 667 Elderly/Handicapped housing at Ashby Place; 12 units of Chapter 200 Veterans/Family housing on Elm Street;

## OTHER CITIZEN COMMITTEES

### Bedford Housing Authority

and an eight unit property on Railroad Avenue, which is overseen by the Department of Mental Health. In addition, the Authority also subsidizes 19 units for low-income voucher-holders at Bedford Village and administers a contract for 6 rental-assistance vouchers within the community.

BHA properties are managed and maintained by the Bedford Housing Authority, with an Executive Director, Administrative Assistant, and two maintenance staff members. Funding for maintenance and capital improvements is sourced through property operations, state public housing appropriations, local HOME funds and other sources as needed.

The Board of Commissioners of the Authority is the policy-making body of the agency and is legally responsible for the overall operation of the Authority. The Executive Director and Authority staff manage day-to-day operations.

The board meets on the second Tuesday of each month at 7:00 p.m. in the Community Building at Ashby Place, unless otherwise posted. Special meetings are held when necessary.

#### **FY19 HIGHLIGHTS**

##### **Ashby Place, Elderly/Handicapped Housing**

As of September 2019, there were 398 applications on file for elderly/handicapped housing at Ashby Place, 23 of whom either live or work in the Town of Bedford. There were seven (7) vacancies filled, four (4) of which were local residents and one (1) was a veteran. Veterans receive first preference and are placed first on the waiting list; Bedford residents receive a local preference and are placed before out-of-town applicants. Currently, 1% of total assets are calculated with other sources of income for rent

calculation purposes. There is no asset limit for applicants of Chapter 667 housing; however, applicants must meet the annual income limits of \$56,800 for one occupant and \$64,900 for two occupants. This year the average rent received in this program is \$428 per month, which includes utilities and is based on 30% of the tenant's net monthly income. Laundry facilities, a Community Building with central cooling and heating, and meeting room space are available for tenant use.

##### **Greater Boston Food Bank**

The Council on Aging (COA) has collaborated with Bedford Housing Authority (BHA) and the Greater Boston Food Bank (GBFB) since August 2018 to provide on-site and/or emergency food at no cost to individuals who qualify. Food is delivered to the BHA Community Room every 3<sup>rd</sup> Thursday of the month. Volunteers set up and distribute food to Town residents who qualify. The program has been a great success thanks to the hard work, coordination and organization of Alison Cservenschi, Director of the Council on Aging and Danika Castle, Social Worker. There are currently over 40 residents enrolled in the program.

##### **Buildings B & E Roof Replacement Project**

This project, funded by state funds, was awarded to JD&D Construction Inc. of Webster, MA at a total cost of \$39,000. The work was performed in June.

##### **Community Building & Bldg. C Roof Project**

This project, funded by operating reserves, HOME funding, and state funds, was awarded to MJS Construction, Inc. of Wakefield, MA at a total cost of \$99,000. The project began in April, 2018 and is still on-going due to delays. The project consists of replacing community



## OTHER CITIZEN COMMITTEES

### Bedford Housing Authority

building windows and doors, replacing the roof on Building C and adding a canopy over the laundry room door.

#### **Elm Street, Family Housing**

As of September, 2019, there were 695, 2-bedroom applicants, 20 of whom either live or work in the Town of Bedford and 358, 3-bedroom applicants, 5 of whom either live or work in the Town of Bedford. In FY19, there were 0 vacancies. Veterans and Bedford residents receive preferences. Family housing tenants pay 27% of their net income toward rent. There is no asset limit for applicants of Chapter 200 housing, however, applicants must meet the annual income limits of \$64,900 for two occupants, \$73,000 for three occupants, and \$81,100 for four occupants. In FY19, the average rent received in this program is \$769 per month. The tenants pay for all of the utilities, but are given a heat allowance as a deduction from their rent.

#### **Life Management Pilot Program**

The Life Management Pilot Program is proving life-management skills training and support through a contracted social service provider, Community Teamwork, Inc., in order to “guide affordable housing residents toward increased employment and economic independence” using assessment, specific goal setting, and financial incentives. The initiative is designed to provide a continuum of services that integrates the components of many existing federal and state agency programs to ensure families are connected to all of the resources necessary to stabilize their living situation and improve their quality of life.

Community Teamwork, Inc. meets weekly with each participating family one-on-one. Monthly

programs are also provided, i.e. Financial Education, Runway to Savings and Budgeting. As of the end of June, 13 affordable housing families who are residents of, or hold a Massachusetts Rental Voucher (MRVP) through the Bedford Housing Authority are currently participating in the program.

#### **20 Railroad Avenue**

This project was built through the State-assisted Chapter 689 Program for special needs populations and is staffed by the Department of Mental Health. The project has two units, each with four bedrooms to assist eight individuals. The project was initially occupied in 1993. Special services include 24-hour professional management staff, central air conditioning, location adjacent to a conservation area, and proximity within walking distance to local stores. Applications and tenancy for Railroad Avenue units are administered by the Department of Mental Health. BHA completes capital improvements and provides operating maintenance on the property.

#### **Kitchen Betterments**

In the kitchens of both Sides A and B, new countertops were installed along with new sinks, faucets and a new garbage disposal.

#### **FY20 PROJECTIONS**

- **Ashby Place:** Buildings A & F roof, gutters and downspout replacements
- **Elm Street:** Basement step replacement
- **Railroad Avenue:** Tree trimming

We aspire to continue providing affordable housing for a more diversified group and maintain affordability in Bedford.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

**Christina Wilgren, *Chair***

#### **PURPOSE**

The purpose of the Bedford Housing Partnership (BHP) is to implement affordable housing programs and encourage growth of affordable housing. This is contained in the Town's By-Laws, Article 23.3. BHP works to carry out the strategies contained in the Town's Comprehensive Affordable Housing Plan. This Plan was developed in 2001 and was updated in the Comprehensive Plan of 2012. It encourages scattered, affordable housing development on a small-scale and consistent with neighborhood character and Smart Growth principles.

BHP also ensures implementation of the Town's Fair Housing Plan, which was accepted by the Selectmen in 1983. This means publicizing Bedford's responsibility to meeting the housing needs of minorities and female-heads-of-households, identifying potential barriers to meeting these needs, and recommending solutions to the Selectmen.

Bedford's Comprehensive Plan calls on the Town to remain comfortably above the 10% affordable housing threshold in the Subsidized Housing Inventory (SHI) as defined by the Massachusetts Division of Housing and Community Development. Massachusetts General Laws Chapter 40B is a state law, which allows developers to appeal proposed housing projects to the State's Housing Appeals Committee if rejected by the Town's Zoning Board of Appeals (ZBA). Chapter 40B applies only to communities that have fewer than 10% of their units listed in the SHI. Since Bedford is above the 10% threshold, the ZBA and Planning Board can guide development in the Town without the possibility of overrides

from the State's Housing Appeals Committee. BHP works to ensure the Town never falls below this 10% benchmark by preserving the existing affordable units and encouraging development of new, affordable units and meeting the needs of various communities.

Although Bedford has exceeded the 10% threshold, this does not mean that the Town has met all of its affordable housing needs. There are many families who cannot afford the housing that qualifies as affordable in the SHI. Most affordable housing developments have a maximum income limit of 80% of Area Median Income (AMI), which for a family of four is currently \$89,300 and for a single-person family is currently \$62,450. AMI is determined by the U.S. Department of Housing and Urban Development and is published annually. BHP looks for opportunities to encourage the development of affordable housing that meets the needs of low and moderate income households in our ever increasingly expensive housing market.

Additionally, although the state inventory shows over 10% subsidized housing in Bedford (currently at 18.36%), this includes a significant number of market rate rental units. There are several mixed-income projects which qualify for inclusion on the state's subsidized housing inventory, including Chapter 40B developments.

For rental projects, the state counts all the units in a rental development on its subsidized housing list even though only 20-25% of the units are considered affordable. The net effect is that only a quarter or often even fewer of the units in mixed income rental developments, such as 40Bs, are considered affordable. The state is giving Bedford credit for far more affordable units than actually exist in Bedford.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

In Bedford, 59% of the affordable rental units counted on the SHI are considered affordable.

The other disparity of note is what the state considers “affordable”. Many people are unable to afford housing in Bedford. Aside from Ashby Place, Bedford Village and Habitat for Humanity options, most of the “affordable” rental and ownership opportunities require a wage of approximately \$32/hour. This leaves many people completely out of housing options and strains others who make close to triple the minimum wage.

For homeownership projects, the state counts only the units that have permanent deed restrictions limiting their sale price to what is affordable to households making up to 80% of the Area Median Income. Bedford has 61 deed-restricted, affordable homeownership units spread across thirteen different developments. The most affordable houses created were the Habitat for Humanity homes, which enabled families earning significantly below the 80% AMI to join our community.

Meetings of the Bedford Housing Partnership are open to the public and we welcome residents to attend, provide input, and ask questions.

#### **FY19 HIGHLIGHTS**

##### **Pine Hill Road Crossing**

Pine Hill Crossing (formerly referred to as Coast Guard Housing) is a development consisting of twelve pre-existing single-family homes and thirteen new single-family homes projected for completion in 2020. Four of the development’s 29 units are designated affordable and BHP helped designate which two would be new builds and which two would be modestly remodeled existing units. Two of the four affordable units were

designated as local preference units. BHP reviewed and approved LIP application so it could be submitted to the Selectmen and the state. Pine Hill Crossing also brought building plans with changes to the layout of the buildings and to the interior design for discussion. Marketing began in Spring 2019 and all four affordable units will be sold in 2020.

##### **Bedford Village POAH Acquisition and Partial Renovations**

Efforts to sell Bedford Village to the non-profit developer Preservation of Affordable Housing (POAH) were initiated in 2017 to preserve the development’s 96 units of affordable housing and protect current residents. Bedford voters approved to allocate funds supporting the sale at the 2017 Town Meeting. POAH’s acquisition was completed in 2018 and planned partial renovations to the development’s units were completed in 2019.

##### **Evergreen Meadows**

Evergreen Meadows is a development consisting of thirteen single, detached houses and four duplexes. Two of the detached houses and one of the duplex units were designated as affordable.

##### **Ashby Road Property Maintenance**

In FY19, \$19,345 in HOME funds were allocated for improvements to the roof and community room at Ashby Place.

##### **Bedford Woods (100 Albion Rd.)**

Prior to its 2006 foreclosure, Bedford Woods planned to construct three apartment buildings containing 30 apartments per building. Only one building was completed and has been occupied since completion.

## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

Treetop Group, a development company, purchased the Bedford Woods apartments at auction in 2018 with the desire to complete the originally planned construction of two additional 30-unit apartment buildings. BHP reviewed the proposal for completing the two remaining buildings which would include 25% affordable units. We discussed the increased number of units (40 units instead of the original 30 per building), the negative impact on the size of units, limited sunlight (due to the bowling alley format); the mixed number of bedrooms (1, 2 or 3) and the affordable units' location within the two buildings. Meaningful quality of life concerns were discussed and we encouraged the builders to be mindful of the design and building decisions' impact on the residents living in a mix of market-rate and affordable units.

#### **Monitoring of Affordable Ownership and Rental Units**

The Regional Housing Services Office (RHSO) performs monitoring services as one of its core services. The monitoring scope reviews the existing affordable ownership and rental units to make sure the residents and landlords comply with the affordable housing regulatory agreements. For ownership units, RHSO monitoring identifies issues that could potentially cause problems at resale. For example, some units have recorded liens that are greater than the computed value of the unit. For rental units, RHSO checks three things: that rents are calculated in accordance with state regulations, that tenants meet the income restrictions, and that units are properly maintained.

#### **Bedford Strategic Housing Study Review**

BHP reviewed the Selectmen-sponsored Strategic Housing Study; discussion regarding survey results included whether a 5%

response rate, by mostly single-family homeowners, represents the entire community. Income information was not gathered, so specifics about housing insecurity and who exactly, socioeconomically, lives in Bedford was not entirely clear, though there was sufficient information to demonstrate that significant portions of our community are housing insecure even if they have their own house or condominium or are renters. The information from the study will help guide BHP as we seek solutions to the "mansionization" of Bedford, ever-increasing housing costs, the impact of insufficient income, and the needs of the elderly, and others who experience housing insecurity.

#### **RHSO Sponsored Training and Workshops (February 2019)**

Annually, RHSO sponsors trainings and workshops. This year, RHSO sponsored Fair Housing Training for realtors, property owners and managers with a focus on Fair Housing Law and responsibilities of property owners and realtors in their work with potential tenants and home buyers. Nadiyah J. Humber, Esq. Director of Investigations and Outreach, Clinical Fellow for the Housing Discrimination Testing Program at Suffolk Law presented.

#### **Fair Housing**

BHP is committed to fair housing and works actively to oppose any sort of illegal discrimination in housing and encourage diversity in the housing stock and population. In addition to receiving and pursuing fair housing complaints (there were none in FY19), BHP has adopted proactive strategies for promoting diversity and encourages housing development that meets a variety of needs (families, seniors, handicapped, veterans, different income levels, and, the fastest growing population, single adults). BHP



## OTHER CITIZEN COMMITTEES

### Bedford Housing Partnership

requires affirmative marketing plans for all affordable housing and conducts an ongoing education campaign against housing discrimination.

#### **FY20 PROJECTIONS**

##### **Monitoring Bedford Woods**

Continue to monitor progress on the Bedford Woods development and ensure appropriate inclusion of affordable units.

##### **Accessory Dwelling Unit (ADU) Regulation Updates**

BHP will continue discussion and advocacy for ADUs (attached and detached). Myriad populations would benefit from ADUs including the elderly, disabled, financially-strained homeowners, and those in need of a less expensive place to call home in our ever-increasingly expensive community.



##### **Small Grant Program**

The Small Grant Program was approved by BHP in FY13 and is administered and funded by Bedford MAHT. The program awarded two rounds of grants in FY14 to FY16. As of the end of FY16, 19 grants had been awarded. Of these, eleven have been completed, three have expired without being used, and the others are in process. The objective of the program is to provide financial assistance to rehabilitate existing units occupied by income eligible households. The program was designed with

the help of RHSO and modeled after a similar program in Sudbury. It provides a maximum per-household grant of \$3,000 in one year and no more than \$10,000 per lifetime. The Program had been temporarily put on hold but will be restarted in Spring 2020.

##### **Initial Rental Assistance Program**

HOME funds have been used for the Initial Rental Assistance program since 2017. The program offers qualifying renters' security deposit and first month's rent. Program funding is limited and made available on a first-come-first-served basis. No grants were awarded in 2019 but are available for FY20.

##### **Bedford Day Booth**

BHP hosts a Bedford Day booth to provide information about proposed and existing affordable housing in town and fair housing. This is always a great opportunity for residents and BHP members to meet and discuss concerns and questions.

##### **RHSO Sponsored Training and Workshop**

RHSO is planning a 2020 homeowner post-purchase training for HOME communities.

##### **Monitoring**

RHSO will monitor rental and ownership units.

##### **Volunteers**

BHP currently has committee openings. Anyone interested in solving affordable housing issues is welcome to attend, participate in meetings, and consider joining.

## OTHER CITIZEN COMMITTEES

### Bicycle Advisory Committee

**Mark Bailey, *Chair***

#### **PURPOSE**

To improve health, reduce traffic, and increase recreational opportunities by promoting cycling, supporting expansion of bicycle infrastructure, and adapting and implementing the recommendations of the Bedford Pedestrian and Bicycle Plan.

Responsibilities include advising the Selectmen regarding promoting and planning bicycle infrastructure and events, supporting Safe Routes to School and Complete Streets projects, monitoring conditions on bike paths and working to make bicycling in Bedford safer and more accessible for all types and levels of users.

BAC operates in partnership with Transportation Advisory Committee (TAC), Healthy Bedford, Schools, Police, Planning Board, and DPW to advance common goals. Together with the Bedford Friends of The Minuteman Bikeway, we collaborate with Arlington and Lexington Bike Committees and seek to harmonize our response to issues common to the Bikeway.

We meet monthly and lead or participate in numerous events during the year. Regular meeting attendees often include members of the Bedford Friends of the Minuteman Bikeway, who assist us in many of our annual events, as well as members of the public.

#### **FY19 HIGHLIGHTS**

##### **Active Transit Month & International Bike & Roll to School Day**

Healthy Bedford's Safe Routes to School (SRTS) initiative has become a treasured tradition for Bedford's schoolchildren each Spring and Fall. Participation in the event

continues to grow each year. Strong student participation is credited with driving the crowded bike racks at the Middle School.



At Lane School in May, the ride was parent-led for the first time and was organized at the neighborhood level. This grass-roots approach is closer to the original spirit of SRTS than the more structured rides that had been organized by Lane School administrators in previous years. Also for the first time this year, Bedford Elementary Schools Together/PTO helped to promote the event, in the context of promoting active transit throughout the month of May. We gifted a brand new bicycle to a Lane student in a contest where students earned one ticket for a drawing with each trip they took to school in May using active transit.

##### **Safe Routes to School Awards Ceremony**

Davis, Lane and JGMS were all awarded 2019 Gold Level Partner by the Massachusetts Department of Transportation in "recognition of exemplary contributions toward creating a more sustainable Massachusetts". Lane was also awarded the Exemplary Program Honorable Mention for the Northeast Region.

##### **Great Road Separated Bike Lane**

BAC and Transportation Advisory Committee (TAC) have continued to engage in discussions

## OTHER CITIZEN COMMITTEES

### Bicycle Advisory Committee

with the Selectmen, DPW, and consultants about the best way to address the plan's stated goal of accommodating bicycles along the length of the Great Road corridor based on current best practices in the region.

#### Other Highlights

Advising, promoting, and supporting:

- Lane School & MassBike Bike Rodeo
- Old Billerica Road intersection plan
- Productive joint BAC/TAC meeting
- Minuteman Extension Project

#### FY20 PROJECTIONS

- Expand school education and active transit
- Separated bike lanes along Great Road
- Minuteman Extension, scheduled for FY22

- Work with DPW for safer streets
- Establish a timetable and goal for a new Bicycle Friendly Community evaluation
- Continue to align more closely with TAC, Healthy Bedford, Trails, and DPW



### Community Media Committee

**James Shea, *Chair***

#### PURPOSE

The Community Media Committee monitors the operation of Bedford's two licensed cable operators, Comcast and Verizon, and our Public, Educational and Governmental (PEG) access channel contractor, Bedford Community Access Television, Inc. (BCAT) for compliance with their respective licenses and agreements. Also, the committee makes recommendations to the Selectmen about the licensing and operation of cable television in Bedford.

This committee was previously known as the Cable Television Committee. BCAT, Inc. spearheaded a local legislative effort to change the committee's name to Community Media

Committee and to add responsibilities to the committee's duties that include making recommendations to the Selectmen about alternative methods of access channel program distribution and funding. The bylaw amendment was enacted at the 2018 Special Town Meeting.

Bedford had a total of 4,401 cable television subscribers as of December 31, 2018. Comcast's subscriber base increased while Verizon's enrollment declined somewhat.

Verizon's current 12-year cable television license was to expire on June 25, 2019. Since it became apparent that the parties would not agree on a final version of a Renewal License by that date, Verizon and the Town executed a short-term extension of the current license.

## OTHER CITIZEN COMMITTEES

### Community Media Committee

#### **FY19 HIGHLIGHTS**

- Reviewed the annual Comcast and Verizon Form 500 reports that show cable service outages and subscriber complaints
- Conducted BCAT, Comcast and Verizon Annual Performance Review Hearings
- Kept informed of the Town's inflow and outflow of cable television funds
- Developed a \$238,089 FY20 cable television budget that was approved at Annual Town Meeting
- Reviewed BCAT Inc.'s quarterly and annual reports and equipment inventory report
- Prepared for the license renewal process with Verizon by ascertaining current experiences and future needs of Bedford's cable television subscribers
- Tabulated and aggregated the results of a town-wide, cable television subscriber survey that yielded 667 written responses
- Prepared a draft Verizon Renewal License

#### **Cable Television Finances**

The Town receives revenue from Comcast and Verizon through surcharges that the companies place on subscriber bills. This revenue is intended to support the Town's cable-related needs such as: operation of the three Comcast and Verizon PEG access channels; Facilities Department expenses for the Old Town Hall studio and office space; the cable-related-share of a town-wide communications network; and license renewal costs. This money is held in a cable television special revenue account and expenditures from this account are authorized by Town Meeting voters. At the close of FY19, the account had a free cash balance of \$53,734 that may be applied to cable television expenses in future years. BCAT Inc. concluded FY19 with a

surplus of \$8,673. This money is to be added to the Town's free cash balance in July.

#### **FY19 Revenue:**

Comcast	\$ 92,117
Verizon	\$112,977
Total revenue	\$205,094

#### **FY19 Expenses:**

PEG access services	\$196,499
Studio building expenses	\$35,000
Capital equipment	\$2,295
Total expenses	\$233,794

#### **FY20 PROJECTIONS**

- The committee plans to develop a proposed FY21 budget for consideration by the Finance Committee and Selectmen. We expect that the requested appropriation will be presented and voted upon at the 2020 Annual Town Meeting.
- Our contract with BCAT Inc. expires on June 30, 2020. Return of a \$57,600 loan that the Town made to the company in 2017 is anticipated at that time. The committee will evaluate future needs for operation of the Comcast and Verizon access channels, look for opportunities to achieve efficiencies and cost savings and develop a proposed new contract and RFP.
- The committee shall continue to monitor the Town's cable TV revenues and disbursements and the performance of the licensed cable operators and the PEG access company. Annual Performance Evaluation Hearings with these three companies are planned for May 2020. The public is encouraged to attend the hearings to express any relevant concerns and to ask any cable-related questions.



## OTHER CITIZEN COMMITTEES

### Community Preservation Committee

**Christina Wilgren, *Chair***

#### **PURPOSE**

The Community Preservation Act (CPA) allows any city or town in Massachusetts to adopt a property tax surcharge of up to 3% and to use the revenue and state matching funds for open space, historic preservation, affordable housing, and recreation. Bedford voted to accept the CPA surcharge in 2001 and it went into effect in FY02. A Community Preservation Committee (CPC) was formed to recommend how Bedford's CPA revenues should be spent.

Twice each year the CPC reviews and updates the Community Preservation Program and Plan. Presentations are heard on the progress of plans in the targeted Community Preservation areas. Proposals are solicited and received, using a well-defined process that allows the committee to hear in-depth presentations from proponents of the various projects. Based on the information gathered during this process, the committee votes on preliminary recommendations for CPA spending and distributes a draft Community Preservation Program and Plan, incorporating the preliminary recommendations. A public hearing is held to review the draft Program and Plan and recommendations. In response to comments received at the public hearing, the Committee revises and submits the final recommendations to Town Meeting for approval. Only Town Meeting-approved recommendations are funded.

Bedford's Community Preservation Program and Plan contains an update on previously funded projects and future funding recommendations. It can be reviewed at Town Hall, The Bedford Free Public Library and the Town's CPC website page, <http://www.bedfordma.gov/community-preservation-committee>. The webpage includes instructions on how to submit a CPC funding proposal.

Members of the Community Preservation Committee are pleased to help the Town carry out its long-standing intent of acting to preserve and enhance our town character.

#### **FY19 HIGHLIGHTS**

##### **Annual Town Meeting Spring 2018**

The following expenditures were approved:

- Administrative - \$10,000
- Affordable Housing Consultant - \$35,000
- Bond Payment for Town Center - \$165,150
- Bond Payment for 350A Concord Road - \$424,213
- Bond Payment for Town Hall MEP Project - \$102,425
- Bond Payment for Liljegren/Mudge Way Athletic Fields - \$126,500
- Bond Payment for Bedford Village - \$207,000
- Bedford Housing Authority Life Management Program - \$40,000
- Bike Shelter at JGMS and Bedford High School - \$11,700
- Springs Brook Park Water Park Rehabilitation - \$50,000
- Job Lane Playgrounds - \$110,000
- Springs Brook Park Water Clarity Improvements - \$60,000
- Davis Road Boardwalk Bond Authorization - \$878,900

##### **Special Town Meeting Fall 2018**

Fall 2018 Special Town Meeting voted to continue the 3% Community Preservation Fund surcharge into FY20.

The following additional Community FY19 expenditure amendments were approved:

- Amended the Community Preservation appropriations voted in Article 16 of the 2018 Annual Town Meeting by reducing the Bedford Village Bond Payment by \$12,238 to \$194,762.
- Amended the Community Preservation Land Acquisition Fund by appropriating

## OTHER CITIZEN COMMITTEES

### Community Preservation Committee

\$300,000 from the Community Preservation Available Funds for Community Preservation purposes.

#### **FY20 PROJECTIONS**

Spring 2019 Annual Town Meeting approved the following expenditure amendment:

- Amend FY19 Community Preservation appropriations as voted in Article 16 of the 2018 Annual Town Meeting, as amended in Article 11 of the 2018 Special Town Meeting utilizing available FY19 Community Preservations funds by appropriating the sum of \$17,459 for the Bedford Housing Authority Life Management Program.

Spring 2019 Annual Town Meeting approved the following appropriation:

- Fawn Lake Dredging and Dam Replacement project bond of \$1,800,000.

Spring 2019 Annual Town Meeting approved the following FY20 expenditures:

- Administrative - \$10,000
- Affordable Housing Consultant - \$35,000
- Bond Payment , Town Center - \$157,650
- Bond Payment, 350A Concord Road - \$407,463
- Bond Payment, Town Hall MEP Project - \$100,300
- Bond Payment, Liljegren/Mudge Way Athletic Fields- \$123,500
- Bond Payment, Bedford Village - \$192,090
- Bond Payment, Fawn Lake - \$35,000
- Bedford Housing Authority Life Management Program- \$34,919
- Lantern Lane Pedestrian Bridge - \$165,280
- Page Baseball Field Rehabilitation - \$138,364
- Old Town Hall Renovations and Rehabilitation, with appropriations transferred from the CP Historic Properties Preservation Fund. Great Room Renovation- \$120,000. First-Floor Renovation- \$165,000

### Depot Park Advisory Committee

**Joseph R. Piantedosi, *Chair***

#### **PURPOSE**

The Depot Park Advisory Committee's (DPAC) oversees operation and finances, improvement funding sources, and recommends policies for use of the Depot Park Revolving Fund and rental and usage of the buildings.

#### **FY19 HIGHLIGHTS**

The committee and Facilities Department negotiated lease-extensions for Depot tenants along with drafting revised leases for each

tenant. The process included obtaining pricing information for similar properties and revising the operating and maintenance charges to more favorable levels for both the Town and tenants. The new leases were approved for two years from January 1, 2019 to December 31, 2020 for Unit 2 and July 1, 2019 to June 30, 2021 for the other three tenants.

The Friends of Bedford Depot Park received a donation, reported last year, from the Bedford Frank W. Thompson Lodge for \$6,300. These funds will provide a park bench in front of the Freight House Building along with two bike

## OTHER CITIZEN COMMITTEES

### Depot Park Advisory Committee

racks and an interpretive sign for the historic water column foundation area across from the railroad car.

Improvement projects were completed including refinishing the historic baggage carts in front of the Depot and Freight House Buildings, installing LED lighting on each side of the Depot Building along with a major landscape cleanup of the park.

The DPAC Chair assisted the Town with the purchase of the adjacent VFW property.

Depot Park's revenues and operating expenses transact through a Revolving Account that is managed by the Facilities Director with input and oversight from the Committee. The account's balance as of June 30, 2019, was \$54,538.23 (a 32.4% increase). For FY19, operating expenses totaled \$33,603.84 (a 7.8% decrease) and revenues were \$46,965.29 (a 4.7% increase) for a net gain of \$13,361.45.

Rail Diesel Car 6211 was open to the public on weekends during bikeway season when the Freight House was open. It is available for rent as a venue for meetings, events and festivities. A total of \$598.25 in rental income was received during FY19.

Depot tenants are Babe Ruth Baseball, the Glass Cooperative, Scott's Stone Carving Classes and Colasanti Hair Studio. Total rent, utilities, maintenance and operating charges collected from these tenants in FY19 amounted to \$43,797.59.

Under a non-exclusive license, the Friends of Bedford Depot Park continued to operate a welcome center and museum inside the Freight House, primarily on weekends during bikeway season. Proceeds from the sale of snacks and beverages are donated to the Revolving Fund. In 2018, the Friends raised \$2,569.45 to support the Depot Park complex.

Restrooms at the rear of the Freight House building were open from sunrise to sunset, spring through fall, as a courtesy to bikeway and Depot Park users. The Friends of Bedford Depot Park conveyed a donation of \$809.25 which might reoccur annually to keep the restrooms open on weekdays earlier in the spring and later in the fall. This is the fifth year for this donation which was deposited in the Depot Park Revolving Fund.



### FY20 PROJECTIONS

Depot Park will be financially self-supporting, well-maintained, attractive, and enjoyable for the public. Priorities include:

- Installing an interpretive sign adjacent to the water column foundation on the bikeway along with an historic switch stand, new park bench and bike racks from the Frank W. Thompson Lodge donation.
- Creating a master plan to remove the old VFW building to allow open space, more parking, and amenities (through a private donation offered to the Friends).
- Initiating Selectmen discussions on leases that expire on 12-31-20 and 6-30-21.
- Securing contracts for snow removal and landscaping maintenance.
- Identifying site improvements, including the Depot Building decking which is deteriorating and warping.

## OTHER CITIZEN COMMITTEES

### Land Acquisition Committee

**Donald Cullis, *Chair***

#### **PURPOSE**

The Land Acquisition Committee is an ad hoc, volunteer committee appointed by the Selectmen to plan and carry out land acquisition projects to preserve natural resources, open space, recreational opportunities, and future municipal use within the Town. The Committee researches open lands within the Town, contacts property owners, and recommends appraisals, acquisitions, and other land protection options to the Selectmen and/or Conservation Commission. The Committee is comprised of five At-Large members, one member from the Conservation Commission, and one Selectmen. The Conservation Administrator assists.

Within its long-standing commitment to natural resources preservation and open space, the Committee follows principles set forth in the Town's Open Space and Recreation Plans and Comprehensive Plan. These include wildlife habitat area protection, public awareness development regarding conservation and recreation areas, historic cultural property and site preservation, large-tract, undeveloped land preservation, and recreational opportunity and trail interconnection development.

#### **FY19 HIGHLIGHTS**

The Land Acquisition Committee continued outreach to Town property abutters for future easements or purchases with numerous conversations among interested parties. Some of the discussed parcels are now part of the Town's pre-approved properties list; this allows the Town the option of purchasing all or a portion of the properties from willing residents should the opportunity arise. Further, the Committee helped establish easement agreements to improve trail connectivity through Bedford.

#### **FY20 PROJECTIONS**

The Committee will continue to reach out to residents to discuss parcels and easements where residents are willing and interested to negotiate with the Town to enhance available public space and Town resources. The Land Acquisition Committee will continue to develop partnerships with other committees and the Selectmen to better understand and fulfill its charter goals and to anticipate future needs.



## OTHER CITIZEN COMMITTEES

### Municipal Affordable Housing Trust

**Christina Wilgren, *Chair***

#### **PURPOSE**

The Bedford Municipal Affordable Housing Trust (BMAHT) works to create and preserve affordable housing for the benefit of low- and moderate-income households. BMAHT works cooperatively with the other Town boards and committees, state agencies, and local non-profits. It is a joint committee composed of seven members appointed by the Selectmen for two-year, staggered terms. The seven members include two Selectmen, the Town Manager, two members of the Bedford Housing Partnership, and two at-large members. The Trust meets as needed.

#### **FY19 HIGHLIGHTS**

BMAHT offered the Rental Assistance Program to provide security deposit and first month's rent from HOME Funds. Unlike previous years however, there were no Initial Rental Assistance recipients in FY19.

There were no meetings due to no pressing business since Bedford Village was transferred to new owners and the Pine Hill Crossing property was procured and transferred. BMAHT invested in preserving and creating numerous affordable units in both locations.

#### **FY20 PROJECTIONS**

BMAHT will restart the Small Grants Program in the spring to assist qualifying Bedford residents to make safety repairs and increase their security in their homes.

The Initial Rental Assistance Program will also continue to be offered using HOME Funds.

Using the Selectmen's Housing Study as well as best practices from around the Commonwealth and the country, we anticipate a more active FY20 in helping address affordable housing issues.

### Patriotic Holiday Committee

**Paul Purchia, *Chair***

#### **PURPOSE**

The Patriotic Holiday Committee's primary focus is to plan Town ceremonies for Memorial Day, Veterans Day, and other patriotic holidays and events with a focus on recognizing Veterans of the US Armed Services. The committee advises the Selectmen concerning Town-owned memorials on the Town Common and Veterans Memorial Park, including any

proposed changes and/or additions. When appropriate, the committee also makes its best effort to recognize and promote the contributions and sacrifices made by Veterans. The Patriotic Holiday Committee consists of nine volunteer members appointed by the Selectmen.

#### **FY19 HIGHLIGHTS**

The committee worked throughout the year with the Selectmen, School Committee Liaisons, School Administrators, Veterans

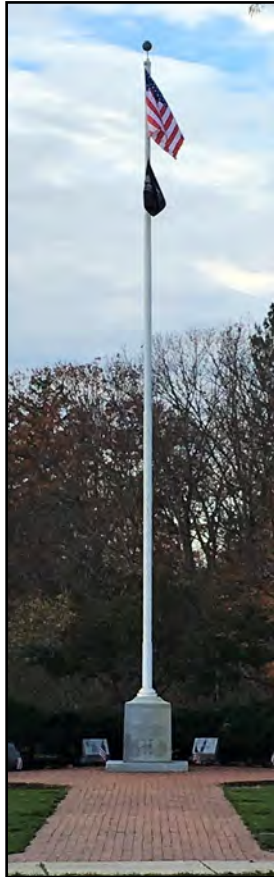
## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

Organizations, and various committees and organizations on behalf of Veterans.

#### Veterans' Day - November 11, 2018

Bedford Police, the Firefighters Honor Guard, and Bedford Minuteman Company led ceremony participants to Veterans Memorial Park for a ceremony that included an opening prayer, the Pledge of Allegiance led by Bedford scouts, singing of God Bless America accompanied by the High School band, and several speeches. Small American flags were placed on the Town's Veterans' Memorial Wreath by attendees to remember a special Veteran. There was a brief ceremony by BHS students to welcome and thank Veterans. This was followed by the sounding of TAPS, the singing of our National Anthem accompanied by the High School band, and a closing prayer.



#### Memorial Day - May 27, 2019

Committee members joined members of the American Legion and VFW, Selectmen, Scouts and the Public in memorial services held at the American Legion Post, Shawsheen Cemetery, and the Shawsheen River. Services included prayers, wreath-placement, firing-squad volleys, and TAPS.

Don Corey, President of the Bedford Historical Society, talked about Bedford's Civil War Veterans buried at Shawsheen Cemetery. A ceremony was later held at the Old Burying Ground with Lori Eggert from the Bedford Historical Society, Terrence L. Parker, and Capt. Jim McGinn from the Bedford Minutemen. Following this ceremony, Committee members and parade participants, including Keynote Speaker Col. Chad Ellsworth (USAF) and Grand Marshals Gerry Hartmann (USAF) and Al Fay (USANG), assembled at the Fallen Veterans Memorial Plaza at Bedford High School to remember Bedford High School graduates who gave their lives in service to their country.

The Memorial Day Parade, led by Bedford Police and the Firefighters Honor Guard, started at Mudge Way and proceeded to the WWI Memorial at Bedford Common. Remarks about the WWI Memorial were offered by Lee Yates of the Bedford Historical Society, followed by a prayer and TAPS. The parade then proceeded to Veterans Memorial Park; ceremonies included Invocation, Bedford High School Band playing "God Bless America" and speeches by local dignitaries.

The Patriotic Holiday Committee gratefully recognized the contributions of Jon O'Connor in designing and producing the Memorial Day Observance brochures which were distributed throughout Bedford and at the Town's Memorial Day ceremonies. All Veterans attending were duly recognized and thanked. Roll-Call was read of Bedford Veterans who had passed away during the year. Poppies were placed on memorial plaques honoring Bedford Veterans killed in action in WWII, Vietnam, and Iraq. The Bedford High School Band played the National Anthem. A closing prayer and TAPS concluded the ceremony.

## OTHER CITIZEN COMMITTEES

### Patriotic Holiday Committee

#### **FY20 PROJECTIONS**

The Patriotic Holiday Committee will continue to plan meaningful ceremonies that recognize and honor the sacrifices of our Veterans. The committee will identify and recruit new members as needed. We will increase efforts to honor and assist Veterans wherever possible and to promote patriotism in the community by working through local media outlets, with the Bedford Historical Society, the Bedford School Committee, and with local Veteran groups. The committee

will continue to coordinate efforts with Bedford's Veterans Agent and will make a concerted effort to involve Veterans who are residents of Bedford Green and VA patients in Town events and activities. The committee will work with the Bedford School Committee and school administration to increase participation in the annual Memorial Day essay competition and to help students better understand and appreciate the sacrifices made by our Veterans to keep our nation free.

### Town Center

**Keith Backman, *Chair***

**Fay Russo, *Director/Facilities Coordinator***

Town Center of Bedford, Inc. is a non-profit 501(c)(3) organization that, since July 1985, has managed rentals in the building (a.k.a. Town Center, a.k.a. former Union/Center School). Rental management of The Great Room in Old Town Hall began in FY05 and, in fall of 2009 expanded to rentals of Rail Diesel Car (RDC)#6211. Although Town Center of Bedford, Inc. manages rentals and lease-invoicing, all properties are Town-owned and spaces are leased from the Town which negotiates leases and rental terms.

#### **PURPOSE**

The purpose of Town Center of Bedford, Inc. is to: 1) preserve the former Union/Center School (Town Center), Old Town Hall, and RDC#6211; 2) provide space at Town Center for Town Departments, non-profit organizations, and individual rentals; 3) provide space at Old Town Hall for tenants and

occasional rentals; 4) provide a novel setting for small parties and meetings at RDC#6211; and 5) contribute to the quality of life in the Town.

#### **EMPLOYEE STATISTICS**

1 full-time, paid Consultant who serves as Town Center Director/Facilities Coordinator.

#### **FY19 HIGHLIGHTS**

Spaces in each location have been leased or rented to the Bedford Chamber of Commerce, Minuteman Senior Services, Recreation Kids' Club, and Iskwelahang Pilipino (Town Center); Colasante Hair Studio, The Glass Cooperative, Babe Ruth Baseball and Softball League, Inc., and Scott Cahaly (Bedford Depot); Bedford T.V. and Martha Shea Smith (artist) (Old Town Hall). Mary Peacock Photography was a tenant in Old Town Hall until April.

#### **Old Town Hall**

The third floor Great Room is a popular site for parties such as bridal and baby showers,

## OTHER CITIZEN COMMITTEES

### Town Center

birthdays, anniversaries, and memorial gatherings. The fee covers set-up and an on premise custodian. Annual traditions in The Great Room include the Change of Command of the Bedford Minuteman Company in September as well as the Bedford Citizen of the Year celebration.

Alcohol is allowed in The Great Room (as well as Rail Car) after obtaining a permit from the Selectmen. There is a \$35 permit fee and \$100 refundable deposit. Permit documentation requires a certificate of liability insurance and TIPS-certified bartender with a copy of his/her license. The Board of Selectmen must vote to approve a permit request.

#### Town Center

The first floor Shawsheen Room with adjacent kitchen is an ideal location for children's birthday parties and family get-togethers. The 1,793 square foot room is also used by dance organizations and for exercise classes.

Minuteman Senior Services offer luncheons on Mondays, Wednesdays, and Fridays; they also sponsor Meals on Wheels through which volunteers deliver meals to house-bound seniors. The Bedford Community Table/Pantry serves dinner in the Shawsheen Room every Thursday from September through May. Bags of groceries are also distributed on Thursday evenings on a year-round basis.

The second floor Union School Room is extremely popular for daytime and evening dance and exercise classes. The Flint and Fitch rooms are used for multiple activities such as meetings and programs along with bridge-playing groups and exercise classes.

#### Rail Car

This permanent display at the Bedford Depot

is enjoyed by train enthusiasts of all ages. The entry section of the car displays railroad artifacts; the former baggage car has several tables and chairs for food-service or meetings, and twenty-two double-sided seats.

The Polar Express had its second event last December and again was so very popular with young and old. It has been scheduled for December 7, 2019.



#### Maintenance

It is with great anticipation and gratitude that the Union School Room floor will be refinished the first week of July. Rainstorms damaged the roof, and thus ceiling tiles, in various areas and three of the outside air conditioner compressors were also damaged; repairs were welcomed. Facilities installed LED bulbs and fixtures. A major pipe leak in the Community Supper Table/Pantry space damaged some food supplies. Facilities managed all repairs.

#### Administrative

The Director manages lease-invoicing and revenue-accounting for all tenants as well as the numerous occasional rentals; the funds are deposited in Old Town Hall, Town Center and/or Depot Park Revolving Funds. Expenses are processed, accounted for, and disbursed from the Revolving Funds.



## OTHER CITIZEN COMMITTEES

### Town Center

Federal and State tax returns of Town Center of Bedford, Inc. (a non-profit organization) are filed within five months from the end of the fiscal year, along with an annual report as required by the Secretary of State's Office. Monthly and end-of-the-year revenue reports are submitted to the Town Manager and Selectmen. A listing of occasional rentals is submitted monthly to the Finance Department, with a copy to the Facilities

Department for tracking up-to-date usage and revenue.

#### **FY20 PROJECTIONS**

Town Center hopes to purchase a sound system for The Great Room. There is interest in compiling a cookbook to sell to raise the necessary funds. Recipes from various rental participants along with a section devoted to recipes of the many cultures who rent space in our buildings would be included.

### Transportation Advisory Committee

**Scot Shaw, *Chair***

#### **PURPOSE**

The Transportation Advisory Committee (TAC) is charged by the Selectmen "To examine, evaluate and advise the Selectmen regarding board actions and measures that will improve overall resident mobility, expand the use of non-automobile-based methods of local and regional transportation, and improve traffic circulation and availability of transportation services that implement the transportation-related recommendations of the Town's Vision Statement and Comprehensive Plan."

[Article 32 of the town's general bylaws]

Committee responsibilities are:

- To identify priority locations for sidewalk and crosswalk additions and extensions and to secure public support for proposed sidewalk projects.
- To determine feasibility of preferred traffic calming and safety techniques/

locations including signage improvements consistent with sound engineering principles.

- To recommend intersection and roadway improvements as well as bicycle path/route upgrades and additions.
- To investigate expansion of transportation services including interconnections with neighboring Town services and MBTA services.
- To engage residents and businesses in the establishment of a Transportation Management Association or similar employer-based organization.
- To identify funding opportunities for implementation of recommended actions.

The committee is comprised of volunteers with no paid staff and consists of seven, Selectmen-appointed members, to include one Selectman, one Planning Board member, one member each representing bicycle, pedestrian and local business interests and two At-Large residents.

## OTHER CITIZEN COMMITTEES

### Transportation Advisory Committee

#### **FY19 HIGHLIGHTS**

Neighborhood traffic concerns continue to be the primary driver of citizen feedback. Frustrations are driven by the high volume of cut-through traffic as well as speeding and other unsafe driving.

#### **Old Billerica Road/Rt. 62 Intersection**

In September 2018, TAC began receiving complaints about the changes to the intersection at Old Billerica Road and Rt. 62. Recent geometric changes at the intersection appeared to increase traffic delays on Old Billerica Road, without the intended improvements to traffic northbound on 62. TAC has collected information from area citizens, coordinated feedback for the Selectmen and DPW, and attended various public meetings on the topic. In April 2019, TAC reviewed proposed changes to the intersection from the consultant Tighe & Bond, and passed a resolution approving the changes with the caveat that they did not adequately address bicycle safety. In September 2019, TAC reviewed updated changes in a joint meeting with the Bicycle Advisory Committee, and passed a joint resolution finding that the new plans improved bicycle accommodations.

#### **Traffic Calming Policy**

In September 2018, TAC presented a draft traffic-calming policy to the Selectmen. This policy intends to provide clarity to residents, TAC, and town employees for what steps can be taken when there are concerns about traffic, and what remediation can be considered. Since then, the committee invited the new Town Manager to the April 2019 TAC meeting and presented the plan to her. The Town Manager's Office is currently

working to get additional comments from relevant Town Departments so that a finalized plan can be adopted.

#### **Sidewalk Improvement Plan**

In late November 2018, TAC reviewed sidewalk priorities from DPW to make recommendations for 2019 activities. Assessments were made based on the Bicycle/Pedestrian Master Plan priorities, and the desire to connect as many people as possible to safe, walkable routes between neighborhoods and Town Center. There were four projects that both groups agreed were high priority: Concord Road from Lavender Lane to Davis Road, Page Road from Shawsheen Road to Hemlock Lane, South Road from Hartwell Road to Liberty Road, and Pine Hill Road from Heritage Drive to North Road. For a fifth project, we suggested Burlington Road between Sherwood Drive and Earl Road, or completing sidewalks on the north side of Loomis Street from Hartford Street to the Great Road.

#### **Neighborhood 25 mph Speed Limit**

Early in 2018, the Selectmen, with authority from Annual Town Meeting 2017, voted to lower the statutory speed limit to 25 mph. This speed limit is where no other limit is posted, and covers the majority of neighborhood streets. To raise awareness of the change, and to advocate for residents concerned about neighborhood speeding, TAC submitted the article "Be a Bedford Neighborhood Pace Car-Drive 25 mph or Less on Neighborhood Roads" to the Bedford Citizen in October. The article generated much attention and discussion about the local speed limit.

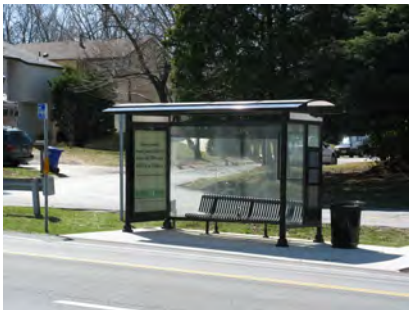


## OTHER CITIZEN COMMITTEES

### Transportation Advisory Committee

#### Bus Stop Shelters

Working with DPW, the Board of Health, and other stakeholders, TAC advocated for covered shelter-installation at Bedford bus stops. The first was installed at South Road and Railroad Ave in the summer of 2019, and a second is expected in the near future on Loomis St. at the CVS. The intent is to advance the use of alternative forms of transportation by making them more visible and attractive. These locations were chosen because of ridership and expediency; the Town had sufficient right-of-way for both installations. TAC, with DPW, will continue to prioritize locations for future installations.



#### Complete Streets Budget Line

At the Annual Town Meeting in March 2019, the Capital Projects Plan added item 20-38, a bond authorization for “Transportation Improvements” to implement a number of projects pursuant to Complete Streets and the Bicycle/Pedestrian Master Plan. The projects described in the warrant included intersection, sidewalk and bike lane improvements, planning, and construction. TAC consulted with DPW on appropriate projects, and hopes that this will be a recurring funding stream for appropriate projects in the future.

#### FY20 PROJECTIONS

- Support the Old Billerica Road/Route 62 intersection redesign process, taking input from residents, drivers, and non-vehicular users, coordinating with the Bicycle Advisory Committee.
- Develop a Town-wide, traffic-calming policy, supporting the Town Manager to acquire analysis by an outside consultant and buy-in from Department stakeholders.
- Continue progress on the Non-Infrastructure Plan tasks assigned in the Bicycle/Pedestrian Master Plan.
- Work with DPW to establish procedures to incorporate citizen input into planning both major and minor roadway, sidewalk, and bike lane improvements.
- Establish the next round of prioritized sidewalk projects, drawing on the Bicycle/Pedestrian Master Plan and continued citizen inputs.
- Support bicycle lane planning and implementation on Great Road.
- See the installation of a second bus stop shelter on Loomis St. at CVS; establish a prioritized list of bus stop shelter locations for continued incremental installations.
- Support Town efforts to design, engineer, and implement the extension from the Minuteman Bike Trail in the Railroad Avenue area to the planned and approved extension from the Middle School to Concord Road along the Town-owned railroad bed and currently unpaved, but well used, path.

## OTHER CITIZEN COMMITTEES

### Volunteer Coordinating Committee

**Joseph R. Piantedosi, *Chair***

#### **PURPOSE**

The Volunteer Coordinating Committee (VCC) identifies and recruits qualified candidates for all appointive Town offices with the following exceptions: paid Town staff, elected officials (unless a vacant position needs appointed between elections), and candidates for VCC itself.

VCC makes every attempt to identify multiple candidates so that the appointing authority (usually the Selectmen) has more than one individual to consider for each appointment.

To meet its goals, VCC members followed candidate-recruitment policies adopted over the past few years which include:

- Maintain contact with the Chairpersons of all appointed boards, committees, and commissions. This allows VCC to ascertain whether a committee has special recommendations for the vacant position or seeks specific candidate qualities.
- Treat equally all appointees who meet the minimum qualifications for appointment.
- Encourage all applicants to read the most recent Bedford Annual Town Report and the Town Bylaws to understand the mission and activities of the committee of interest.
- Urge candidates to attend a committee-of-interest meeting.
- Inform the appointing authority of all potential appointees who meet minimum requirements, even if VCC recommends fewer candidates for interview.
- Contact individuals who were not

appointed – as well as residents who are not quite ready to volunteer – to encourage them to consider other committee openings.

- Continue to utilize a guide to evaluate applicants for Finance Committee (FinCom) and Capital Expenditure Committee (CapEx) vacancies.

**“Tier 1” criteria** are most important:

- A candidate understands the time requirements for serving on FinCom and CapEx and can demonstrate meet these time demands.
- Town Meeting attendance is required,/ verified by the Town Clerk’s official records.
- Attendance at FinCom/CapEx meetings is required (if available) to understand the fiscal roles and responsibilities.

**“Tier 2” criteria** are “somewhat important”:

- Business experience is desirable, but not compulsory.
- Finance/accounting/budget experience is desirable, but not compulsory.
- Participation on other Town committees (elected or appointed) is desirable, but not compulsory.
- Participation in local non-government organizations (church, school, sports, etc.) is desirable but not compulsory.
- Recommendations from the committee that has the vacancy.

#### **FY19 HIGHLIGHTS**

Monthly meeting actions resulted in 30 candidate appointments to fill vacancies on the majority of boards, committees and commissions. Major VCC activities were:

- Worked with the Town Manager’s office to identify appointed individuals with terms ending as of June 30, 2019 and identified qualified candidates to fill open seats.



## OTHER CITIZEN COMMITTEES

### Volunteer Coordinating Committee

- Recruited over 30 residents interested in filling appointed committee vacancies.
- Made candidate-recruitment presentations at Town and Special Town Meeting.
- Worked closely with Town Manager and other Committee Chairs to coordinate the review of, and amendments to, the "Committee Chair Responsibilities" document.
- Members manned an information table at the Town Hall Open House and accepted volunteer applications.
- Submitted articles to Bedford Minuteman and Bedford Citizen with vacancies and encouraged residents to apply.
- Reviewed and recommended needed changes to the Town Charter.
- Held nine meetings.

#### **FY20 PROJECTIONS**

VCC will advertise vacancies to encourage residents to participate in Town committees. Some strategies for the coming year will include:

- Submit vacancy articles and related information to print and online media.
- Submit vacancy slides for school-parent-organization e-newsletters.
- Finalize updates to VCC's purpose and responsibilities for Town Charter review.
- Update the presentation and/or slides needed for Town Meeting announcements and coordinate with the Town Moderator.
- Contact candidates who were not appointed to a committee to offer other vacancies.
- Reach out to committee Chairs and members for potential applicants.
- Brainstorm new methods by which to recruit qualified candidates may occur.

### Board of Registrars of Voters

**Doreen Tremblay, Clerk**

#### **PURPOSE**

The Board consists of the Town Clerk and three Selectmen-appointed citizens who are recommended by the Democratic and Republican Committees. There can be no majority of any party.

The Board's purpose is to protect the integrity of the Voters' List by insuring proper additions, subtractions, addresses, and political designations. The Board holds hearings if there are voter-rights questions.

#### **Political Parties**

Recognized political parties in Massachusetts

are: Democratic, Republican, Green-Rainbow and United Independent Party. Only these have primary elections.

Other authorized political designations are: America First Party, American Independent Party, Conservative Party, Constitution Party, Interdependent Third Party, Green Party USA, Green-Rainbow Party, Libertarian Party, Massachusetts Independent Party, Natural Law Party, New Alliance Party, New World Council, Pirate Party, Prohibition Party, Rainbow Coalition, Reform Party, Socialist Party, Timesizing Not Downsizing Party, Veterans Party of America, We The People Party, Working Families and World Citizens Party.

## OTHER CITIZEN COMMITTEES

### Board of Registrars of Voters

#### Number of Voters by Party

Unenrolled	6,103
Democrats (D)	2,707
Republicans (R)	1,170
United Independent (CC)	20
Libertarian (L)	10
Green-Rainbow (J)	8
American Independent (Q)	2
Time sizing (T)	1
TOTAL	10,021

#### Primary Elections

Primary elections are for "recognized party" members; enrolled party voters (Democratic, Republican, Green-Rainbow, and United Independent Party) must vote their "recognized party" ballot. Unenrolled voters may choose any ballot.

#### Annual Census

The Board assists the Town Clerk's Office collect and verify census data to create the most accurate Voting List possible. The list has historical importance as it serves as a permanent record for genealogical and legal searches.

#### **FY19 HIGHLIGHTS**

##### **Town Meetings**

A quorum of 325 voters was present. All articles passed with certain amendments. Over 300 people attended Special Town Meeting in July; 326 attended in November.

#### State Primary

Primary turnout was higher here than in other communities (23%). Because of the excessive heat, Police and Fire delivered water and ice to election workers.

#### Early Voting

Early voting lasted for 10 days and was positively received. Two-thousand-one-hundred (2,100) voters took advantage of the service. Voting was held in the Reed Room at Town Hall. Two night sessions were offered to accommodate residents.

#### State Election

Six thousand nine hundred twenty-three (6,923) voters turned out (69%). Five election workers processed early-voting and absentee ballots. One hundred voters requested reinstatement to the voters' list.

#### Town Election

The Town Election was busier than usual. The turnout of fifteen percent (15%) is the highest since 2010.



## TOWN CLERK AND ELECTIONS

### Town Clerk

**Doreen Tremblay, *Town Clerk***

#### **PURPOSE**

The Town Clerk's Office primarily provides information and keeps records. The Clerk is the election administrator and a Registrar of Voters. Additional services include: vital records maintenance, voter registration, dog and marriage licenses, business certificates, raffle permits, zoning, general and sign by-laws, Town Meeting article certifications and archival research. The Town Clerk is also the clerk of all Town Meetings.

#### **Annual Census**

Census forms are mailed annually to all households on January 1. The purpose of the surveys is to gather statistical information about the Town citizens and to provide the basis for the State aid. Citizens are instructed to list all members of the household and their dogs and then return the completed form to the Town Clerk's Office by the first week in February. A second mailing to non-respondents requires a postage paid confirmation card to be returned promptly. The previous year resident is requested to return the signed card stating whether he/she still lives in Bedford with the current address. Failure to respond affects State-aid status and eventually voter eligibility. Ninety-five (95%) percent of residents return their census forms.

#### **Dog Licensing**

The new licensing system simplified the dog licensing process by automatically printing out reminders with key dog information to insert in window envelopes. Next year, the Town Clerk's Office will eliminate the dog pamphlet

since the reminder lists this key information. Emailing a dog list is greatly improved by the system automatically converting the dog database into spreadsheet and composing the email for the requester.

#### **Elections**

- Michele Ferland resigned as Election Warden. The Clerk appreciates her progressive election changes. Pat Crew took over the role. Multiple trainings prepared workers for the elections. A master payment schedule was developed to expedite election worker payment.
- The electronic tracking system for absentee ballots provides a method of research if the voter did not receive the absentee ballot. All envelopes for the release of absentee ballots were setup in advance to expedite mailings.
- The Clerk's Office reorganized election materials in the vault; materials from the 2017-2018 Town Election were archived.
- The Capital Expenditures Committee unanimously approved purchasing new election equipment.

#### **Office**

- Facilities installed the new phone system.
- The Town Clerk's Office mailed out reminders to the Chair of various committees for committee members to retake the ethics test and subsequently sign the summary of conflict of interest law.
- Cleanup of terminated business certificates including updating business listing and removing expired business certificates was completed.

## TOWN CLERK AND ELECTIONS

### Town Clerk

The Department researched fee increases to increase Town revenue and stay current with surrounding community fees.

#### Records Management

- Archivist Laura Carter attended workshops and subsequently created a disaster plan for the Town and made a pocket version of the Records Disaster Plan.
- A consultant was contacted to resolve the vault temperature fluctuation issues.
- Archivist Laura Carter resigned in June. Archivist Ashley Large started on September 10th.
- Several record series were archived including committee, correspondence, dog license, election, Town meeting, and Town Clerk files, vital records, redistricting, election materials and research files.
- The new Archivist worked on addressing the record backlog.
- The Archivist emailed a survey to all departments to develop an understanding of department records, connect with the departments, schedule meetings to discuss records management needs and touch on Laser fiche use in Departments.
- The Archivist and Town Clerk discussed ways to encourage Departments to increase Laser fiche utilization.
- The Archivist completed a vault survey to consolidate record series and identify records beyond the retention period.
- In February, a vendor shred over one hundred boxes of records approved for destruction. This process was a huge undertaking for the Archivist.
- The Archivist is working with Facilities to archive records series and setup a

retention schedule for their records, establishing policies and guidelines for the Town's records management program and setting up training for the Board of Health as the pilot project for Laser fiche.

#### Software

The Boards and Committee software installation occurred in May 2019. The new software allows the Town Clerk's Office to more effectively track committee terms of office, ethics test certification and other documents required by State Law. The system will track the history of each committee member's time on committees.





# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN ELECTION SUMMARY REPORT

Election Summary Report		Date:03/09/19
ANNUAL TOWN ELECTION		Time:19:26:34
BEDFORD, MASS		Page:1 of 2
Summary For Jurisdiction Wide, All Counters, All Races		
Official Results		
March 9, 2019		

Registered Voters 10021 - Cards Cast 1521 15.18%

Num. Report Precinct 4 - Num. Reporting 4 100.00%

SELECTMEN		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	2610		
Number of Uncast Votes	432		
CHRISTOPHER GITTINS	769	29.46%	
WILLIAM S MOONAN	870	33.33%	
EMILY JEAN MITCHELL	956	36.63%	
Write-in Votes	15	0.57%	

PLANNING BOARD 3yrs		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	2283		
Number of Uncast Votes	759		
SHAWN J HANEGAN	1149	50.33%	
AMY FAITH LLOYD	1129	49.45%	
Write-in Votes	5	0.22%	

BOARD OF ASSESSORS		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	1189		
Number of Uncast Votes	332		
ROBERT B MURPHY	1185	99.66%	
Write-in Votes	4	0.34%	

PLANNING BOARD 1yr		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	1206		
Number of Uncast Votes	315		
MARK S SIEGENTHALER	1198	99.34%	
Write-in Votes	8	0.66%	

BOARD OF HEALTH		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	1206		
Number of Uncast Votes	315		
BEATRICE BRUNKHORST	1203	99.75%	
Write-in Votes	3	0.25%	

LIBRARY TRUSTEES		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	3471		
Number of Uncast Votes	1092		
GYASI O BURKS-ABBOTT	626	18.04%	
E.MCCULLOCH HACALA	1052	30.31%	
ALMA J HART	818	23.57%	
ABIGAIL A HAFER	970	27.95%	
Write-in Votes	5	0.14%	

HOUSING AUTHORITY		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	1176		
Number of Uncast Votes	345		
LAUREN K CREWS	1172	99.66%	
Write-in Votes	4	0.34%	

MODERATOR		Total	
Number of Precincts	4		
Precincts Reporting	4	100.0 %	
Times Counted	1521/10021	15.2 %	
Total Votes	1146		
Number of Uncast Votes	375		
CATHERINE B CORDES	1134	98.95%	
Write-in Votes	12	1.05%	

## LEGISLATIVE

### SPECIAL TOWN MEETING - July 30, 2018

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:34 p.m. in the Bedford High School Auditorium. A quorum of three hundred and fifty-nine registered voters was present. The Town Clerk read the return of service. The Moderator introduced herself as "Cathy Cordes". The Moderator introduced Town Clerk Doreen Tremblay as the official record keeper and Deputy Moderator Betsey Anderson in the front row. The tellers for the evening are: Peter Donahue, Rosemary Dyer, Susan Swanson and Lee Vorderer. The tellers are present if we need to do a counted vote. Thank you for coming. We were not sure of a quorum tonight. The real work is being done tonight. Town meeting is the legislative branch of government. What we do tonight will make a difference in the lives of the residents of Bedford. The Moderator reviewed the rules of the Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. There are four microphones and including one at the front. Voters will be recognized by microphone number. Name and address are required before speaking. A voter may not speak more than twice in debate without permission from the Moderator except to correct a statement. Questions do not fall under the debate rules. Time limits imposed by the debate rules adopted by this meeting will be respected. Questions must be directed through the Moderator. You are encouraged to ask questions or state your position on the motion presented. This is not a debate. Debate must be kept within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping and booing. Local cable is taping the discussion during the meeting. There will be no taping during votes. Turn off the ringer on the cell phone. If you need to use the phone, leave the hall to talk. You received a colored card at check-in for hand counts. Tonight the color is purple. If you did not receive a card, please return to the hall to get one. You are not permitted to tear the card in half to share with another voter. Neither vote will count.

You are encouraged to come to the microphone to share comments and ask questions as an active member of town meeting. Speak in a respectful fashion. Speak to the issues not the individuals. Speak for yourself and not for others. If what you about to say has already been said two or three times, please think whether we need to hear it one more time. Democracy is a civil encounter and effective means of governing as long as we are civil. Guidelines for Civil Discourse are in the back of the warrant.

#### Article 1 -Debate Rules

William Moonan made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C.

#### Recommendations:

Selectmen: Recommended approval  
Finance Committee: No position

The Moderator declared the moved article passes with a two-thirds vote.

## LEGISLATIVE

### SPECIAL TOWN MEETING - July 30, 2018

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that Article 3 is taken out of order before Article 2.

Moderator declared the motion passes with a majority vote.

The Moderator announced voters standing in back of the auditorium must find a seat. Voters will not be allowed to vote if they are standing.

Moderator announced the amendment by the student who is not a voter is not an amendment.

#### **Article 3 -Zoning Bylaw Amendment -Amendment to Bedford Zoning Map Navy Property on Hartwell Road**

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town amend the Bedford Zoning Bylaws and amend the Bedford Zoning Map to incorporate the southerly portion of the US Navy property on Hartwell Road, consisting of 16 acres more or less, to change from the Industrial A District to the Residence C District. Said parcel is bound on the north by the Hartwell Road right of way, and on the east, south and west by land of the Commonwealth of Massachusetts Port Authority (commonly known as L.G. Hanscom Field), and is a portion of the property identified on Assessors Map 77 as Parcel 1.

#### **Recommendations:**

Selectmen:	Unanimously recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously recommended approval

Moderator declared motion passes by two-thirds majority (In Favor-288, Opposed-40).

Thomas Hirsch of 24 Fox Run Road made the following motion and the motion was seconded.

This authorization is rescinded if there is any obligation to spend any funds to satisfy any historical covenant requirement or environmental cleanups.

A point of order to ask the Moderator to reread the amendment was requested.

Moderator declared the motion fails with a majority vote.

#### **Article 2 -Acquisition of Property off Hartwell Road**

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town authorize the Selectmen to acquire by gift, purchase or eminent domain, all, any portion thereof, or any interest in the following described land for the purpose of creating a public asset; said land being a portion of Parcel 1 on Assessors Map 77 and consisting of 16 acres more or less; and that the Town appropriate the sum of \$2,000,000.00 for the acquisition of said parcel and related acquisition costs, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or

## LEGISLATIVE

### SPECIAL TOWN MEETING - July 30, 2018

notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Recommendations:**

Selectmen: Recommended approval

Finance Committee: No conclusion for a recommendation

Moderator declared motion passes with a clear two-thirds majority (In Favor-256, Opposed-26).

The Moderator asked the voters to stay for one more article so the business meeting may finish.

**Article 4 -Emergency Communications Officers Collective Bargaining Agreement -FY19**

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$12,835.04 to be added to Article 21, Operating Budgets – FY2019, Account #2010, Police Department, as voted at the 2018 Annual Town Meeting with \$12,835.04 to be added to the Salaries segregation therein to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Emergency Communication Officers Association, Local 2310-B, IAFF commencing July 1, 2018 for the Emergency Communications Officers; by transferring \$12,835.04 from said Article 21, Operating Budget Fiscal Year 2019, Account Number 1220, Selectmen.

**Recommendations:**

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared the motion passes.

William Moonan stated that at the last Town Meeting he announced that the Town Meeting was the last one for Town Manager Rick Reed. He said that actually this Town Meeting was the last Town Meeting for Town Manager Rick Reed. The audience applauded the retiring Town Manager.

William Moonan made a motion to adjourn Special Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 10:01 PM.



## LEGISLATIVE

### **SPECIAL TOWN MEETING - NOVEMBER 13, 2018**

The Moderator called the Town Meeting to order. The Special Town Meeting convened at 7:34 p.m. in the Bedford High School Auditorium. A quorum of three hundred and twenty-six registered voters was present. The Town Clerk read the return of service. The Moderator welcomed the voters to Town Meeting. The Moderator stated there are plenty of seats in the front of the auditorium. The Moderator stated she presides over Town Meeting. The Moderator announced that the Deputy Moderator will preside over Town Meeting for article 2 since the Moderator is a member of the Unitarian Church. Deputy Moderators Lora Goldenberg and Robert Dorer will be in the overflow rooms if necessary. There is a big crowd tonight. The Moderator introduced herself as "Cathy Cordes". The Moderator introduced Town Clerk Doreen Tremblay as the official record keeper and Deputy Moderator Betsey Anderson in the front row. The tellers for the evening are: Paul Ciaccia, Ken Clayton, Kelly Craven and Peter Donahue. The tellers are present if we need to do a counted vote. Town employees will help count. The Moderator announced the Town officials at the tables at the base of the stage. She announced the new Town Manager and the Town Counsel David Deluca. The Moderator welcomed Town Manager Sarah Stanton to her first Town Meeting. The Moderator announced the Fire Chief, Police Chief, Superintendent Jon Sills, the Planning Director, the Planning Board, School Committee, Capital Expenditures Committee, Finance Committee and Selectmen. The Moderator announced the guests as Tom Swain, Boy Scouts Troop 114 and Ryan Doucette. The Moderator stated the Town Meeting may continue to tomorrow night. The Moderator welcomed the voters. The real work is being done tonight. Town meeting is the legislative branch of government. The Moderator stated Town Meeting is not an election or spectator sport. Voters make the decisions. The committees present information about the articles. Voters ask questions. One person, one vote. What we do tonight will make a difference in the lives of the residents of Bedford. The Moderator reviewed the rules of the Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. There are four microphones and including one at the front. Voters will be recognized by microphone number. Name and address are required before speaking. A voter may not speak more than twice in debate without permission from the Moderator except to correct a statement. Questions do not fall under the debate rules. Time limits imposed by the debate rules outlined in the article adopted by this meeting will be respected. Questions must be directed through the Moderator. You are encouraged to ask questions or state your position on the motion presented. This is not a debate. Speak your point of view. If a comment was previously stated consider not stating the same comment since this takes time. Debate must be kept within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping and booing. Local cable is taping the discussion during the meeting to show the next night. There will be no taping during votes. Turn off the ringer on the cell phone. If you need to use the phone, leave the hall to talk. You received a colored card at check-in for hand counts. If you did not receive a card, please return to the hall to get one. Use the card for voting. No card, the voter will not get to vote. You are not permitted to tear the card in half to share with another voter. Neither vote will count. You are encouraged to come to the microphone to share comments and ask questions as an active member of town meeting. Speak in a respectful fashion. Speak to the issues not the individuals. Speak for yourself and not for others. Bedford has a good reputation for being respectful, honor

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

that tonight. If what you about to say has already been said two or three times, please think whether we need to hear it one more time. Democracy is a civil encounter and effective means of governing as long as we are civil. Guidelines for Civil Discourse are in the back of the warrant.

#### **Article 1 - Debate Rules**

William Moonan made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Special Town Meeting:

- A. A speaker presenting an article/amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:45 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

#### **Recommendations:**

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator motion passes with a majority.

Deputy Moderator Betsey Anderson presided for Article 2. The Deputy Moderator announced to keep the debate within the scope of the motion. Focus debate on whether we should add this article to the general bylaws not the law suit. Civil Discourse will be followed. Comments must be directed through the Moderator. The Deputy Moderator also stated when the count is taken those standing will not be counted.

#### **Article 2 – General Bylaw Amendment – Amend Historic District Commission Bylaw to Authorize Solar Panels Within the Historic District**

Renu Bostwick made the following motion and the motion was seconded.

Voted, that the Town adopt a new Bylaw Section 20.5 relating to the Historic District Commission, which shall provide as follows:

#### **20.5 Solar Panels Permitted**

In light of the policy of the Commonwealth of Massachusetts to encourage use of solar energy systems, and the policy of the Town of Bedford to encourage attaining net zero energy consumption, roof mounted solar panels shall be permitted within the Historic District, without necessity of seeking approval, so long as such panels match the color of the roof, are installed parallel to the surface of the roof to which they are attached, are set back from the edges of the roof to minimize their visibility, and all conduits are hidden from view

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

**Recommendations:**

Selectmen: Recommended approval  
Finance Committee: Recommended approval

Moderator declared motion adopted (In Favor-265, Opposed-61).

The Moderator asked the voters to leave quietly since a lot of business still needs to be done tonight.

**Article 3 – General Bylaw Amendment – Cable Television Committee**

William Moonan made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Bedford General Bylaws, relating to the Cable Television Committee:

Current Text:

**ARTICLE 26. CABLE TELEVISION COMMITTEE****26.1 Authority**

The Cable Television Committee is established by the Selectmen under 207 CMR 3.01(3).

**26.2 Membership**

The Cable Television Committee members are appointed by the Selectmen, who also determine the number of members and their terms.

**26.3 Purpose**

The purpose of the committee is to advise the Selectmen on licensing and operation of cable television in the Town, including matters pertaining to Public, Educational, and Governmental (PEG) access.

**26.4 Responsibilities**

The committee responsibilities are to:

Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance;

Inform relevant parties of instances of license or contract noncompliance;

Receive information regarding the Town's cable television funds and make recommendations to the Selectmen concerning expenditures from those funds;

Investigate and work to resolve any consumer problems relating to the operation of cable television.

*Proposed Text:*

**ARTICLE 26. ~~CABLE TELEVISION~~ COMMUNITY MEDIA COMMITTEE****26.1 Authority**

The ~~Cable Television~~ Community Media Committee is established by the Selectmen under 207 CMR 3.01(3).

**26.2 Membership**

The ~~Cable Television~~ Community Media Committee members are appointed by the Selectmen who

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

also determine the number of members and their terms.

#### **26.3 Purpose**

The purpose of the committee is to advise the Selectmen on matters pertaining to the development and delivery of Public, Educational, and Governmental (PEG) access programming including licensing and operation of cable television in the Town. ~~including matters pertaining to Public, Educational, and Governmental (PEG) access.~~

#### **26.4 Responsibilities**

The committee responsibilities are to:

Provide recommendations to the Selectmen regarding delivery of PEG programming to all Bedford residents and/or persons affiliated with Bedford institutions, organizations, businesses or agencies via cable, social media and other current and emerging technologies and media;

Monitor the Cable Operators' license and the PEG Access Service Provider's contract for compliance; Inform relevant parties of instances of license or contract noncompliance; Receive information regarding the Town's cable television funds and make recommendations to the Selectmen concerning expenditures from those funds and development of new sources of funds as appropriate; Investigate and work to resolve any consumer problems relating to the operation of cable television.

#### **Recommendations:**

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared passes with a majority.

The Moderator again asked voters to leave quietly.

#### **Article 4 – Zoning Map Amendments – Elimination of Remaining Limited Business Districts and Two Overlay Districts Superseded by the Great Road District**

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Map:

179 Middlesex Turnpike (Map 5 Parcel 7) is hereby rezoned from Residence R District to Industrial B District.

0 Wyman Road (Map 6 Parcel 1), 1100-1300 Albion Road (Map 6 Parcel 31), and 165 Middlesex Turnpike (Map 6 Parcel 301) are hereby rezoned from Limited Business District to Industrial B District.

330 South Road (Map 79 Parcel 35), 334 South Road (Map 79 Parcel 21), 336 South Road (Map 79 Parcel 20), 338 South Road (Map 79 Parcel 19) and 340 South Road (Map 79 Parcel 18) are hereby rezoned from Limited Business District to Residence C District.



## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

The Zoning Map is hereby amended to delete depiction of the North Road Mixed Use Overlay District and the Town Center Mixed Use Overlay District.

**Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes unanimously.

**Article 5 – Zoning Map Amendments – Elimination of Remaining Limited Business Districts**

Amy Lloyd made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 5.

**RECOMMENDATIONS**

Selectmen:	No position
Finance Committee:	No position
Planning Board:	No position

The Moderator stated the motion is not debatable. Moderator declared motion passes unanimously.

**Article 6 – Zoning Bylaw Amendments – Elimination of Remaining Limited Business Districts and Great Road District Follow-up Amendments**

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw, as printed in the Warrant for Sections 17, 19, 22.4.6, 22.4.8(q), 22.6.2, and 22.7.3(d).

Voted, that the Town approve the following amendments to the Zoning Bylaw:

Section 17 “North Road Mixed Use Overlay District” is hereby deleted in its entirety.

Section 19 “Town Center Mixed Use Overlay District” is hereby deleted in its entirety.

Section 22.4.6 is hereby amended by changing “GR/SC” to “GR/S”, as follows:

22.4.6. Pedestrian Gathering Spaces. In the GR/SC, GR/M, or GR/C sub-district, any development of 25,000 sq. ft. or more shall provide one or more accessible pedestrian plazas or similar gathering spaces for outdoor dining, public art, or social or cultural activities. The purpose of the gathering spaces is to encourage people to linger, shop, and socialize, and to experience the commercial corridor on foot whenever possible.

Section 22.4.8(q) is hereby amended by changing “more than 6” or “6 or more”, as follows:

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

#### 22.4.8. Buildings.

(q) Newly constructed residential uses shall incorporate universal design elements to the maximum extent possible. New multifamily construction of ~~more than 6~~ **or more** units and greater than one story in height shall include elevators.

Section 22.6.2 is hereby amended to delete the word “store”, as follows:

22.6.2 Terms and definitions applicable to this Section:

Specialty Food ~~Store~~: A food store of less than 5,000 square feet primarily engaged in selling foods associated with a particular nationality, religious observance, cuisine, dietary practices, or health and wellness or nutrition regimens.

Section 22.7.3(d) is hereby amended by changing the word “spaces” to “space”, as follows:

22.7.3. Bicycle Parking. Off-street bicycle parking for all uses and structures in the Great Road districts shall be provided in accordance with Table 22.7.3(d), unless waived by special permit from the Planning Board. Floor space shall be measured consistently with Section 7.4.

(d) Minimum number of parking spaces: Convenience and food stores, restaurants, theaters, and commercial recreation shall provide at least 1short-term bicycle parking spaces and 1 long-term bicycle parking space per 1000 sq. ft. of floor area.

#### **Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared passes unanimously.

#### **Article 7 – Carleton-Willard Village Conservation Restriction Amendment**

Caroline Fedele made the following motion and the motion was seconded.

Voted, that the Town approve and accept the Amended and Restated Conservation Restriction on property owned by Carleton-Willard Homes, Inc., Old Billerica Road, a copy of which is on file with the Conservation Commission and the Selectmen, which Amended and Restated Conservation Restriction will replace the Conservation Restriction dated July 30th, 1981, recorded in Middlesex County South District Registry of Deeds in Book 14366 Page 209, as amended by the Confirmatory Conservation Restriction dated June 14th, 1983, recorded in said Deeds in Book 15059, Page 502, collectively, the “Initial Restrictions”; and vote to authorize the Selectmen or the Conservation Commission as may be required by law to petition the Massachusetts General Court pursuant to Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts for appropriate legislation to permit the Amended and Restated Conservation Restriction to replace the Initial Restrictions, which Amended and Restated Conservation Restriction will remove

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

approximately 1.86 acres of the land subject to the Initial Restrictions and add approximately 3.34 acres of additional land to the land to be subject to the Amended and Restated Conservation Restriction, all as shown on the plan attached hereto, thereby resulting in a net gain in conservation value.

**Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes with two thirds majority.

Dan Brosgol made the following motion and the motion was seconded.

Voted, to discuss Articles 8 and 9 together and vote on them separately. Moderator declared the motion passed.

**Article 8 – John Glenn Middle School Design and Construction Document Bond Authorization**

Dan Brosgol made the following motion and the motion was seconded.

Voted that the Town appropriate \$426,265 to pay costs of the schematic design and improvements to the John Glenn Middle School, costs of construction documents, and the payment of all other costs incidental and related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$426,265 under G.L. c.44, §7(1) or any other enabling authority; and that the Selectmen are authorized to contract for and expend any federal, state or other aid for the project, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
School Committee:	Recommended approval

Moderator declared article passes with a two-thirds majority.

**Article 9 – Bedford High School Design and Construction Document Bond Authorization**

Dan Brosgol made the following motion and the motion was seconded.

Voted, that the Town appropriate \$126,000 to pay costs of the schematic design and

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

improvements to the Bedford High School, costs of construction documents, and the payment of all other costs incidental and related thereto; that to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$126,000 under G.L. c.44, §7(1) or any other enabling authority; and that the Selectmen are authorized to contract for and expend any federal, state or other aid for the project, and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with G.L. c.44, §20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
School Committee:	Recommended approval

Moderator declared article passes with a two-thirds majority.

#### **Article 10 – Community Preservation Surcharge Effective July 1, 2019**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town reconfirm a property tax surcharge of three percent (3%) of the taxes assessed annually on real property which shall be dedicated to the Community Preservation Fund, such surcharge to be imposed on taxes assessed for fiscal years beginning on or after July 1, 2019.

**Recommendations:**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval
Planning Board:	Unanimously supported this article

Moderator declared motion passes.

#### **Article 11 – Amend FY 2019 Community Preservation Budget**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2019 Community Preservation appropriations voted in Article 16 of the 2018 Annual Town Meeting utilizing FY2019 Community Preservation Funds by amending the Bedford Village Bond Payment Appropriation, so as to decrease the total appropriation by \$12,238 for a revised appropriation of \$194,762.

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Community Preservation Committee:

Recommended approval

Moderator declared motion passes unanimously.

**Article 12 – Land Acquisition Fund**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town vote to amend its Community Preservation Land Acquisition Fund as last amended under Article 18 at the 2017 Special Town Meeting by appropriating \$300,000 from the Community Preservation Available Funds for Community Preservation purposes; and further to appropriate \$300,000 to the Land Acquisition Fund to be raised from the tax levy;

and further to authorize the Selectmen, or the Conservation Commission with the permission of the Selectmen under Section 8C of MGL Chapter 40, as amended, (after consultation with the Community Preservation Committee in either event) to use said sum to purchase any portion of such real property for open space, recreational use, affordable housing or historic preservation, or any combination of such purposes, or provide for incidental expenses related to such purchase or purchases; provided that, pursuant to Section 12 of Chapter 267 of the Acts of 2000, any land purchased with said funds will be bound by a permanent deed restriction limiting the use of the land to the purpose for which

it was acquired; and further, that the Selectmen and the Conservation Commission are authorized to enter into all agreements as may be necessary to acquire such land to take any other action necessary to carry out this project.

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Community Preservation Committee:

Recommended approval

Moderator declared motion passes unanimously.

The Moderator asked the voters to stay for quick financial adjustments. The Moderator announced we will finish tonight.

**Article 13 – Rescind Bond Authorizations**

Edward Pierce made the following motion and the motion was seconded.

Voted, that the Town amend appropriations and rescind the following remaining, un-borrowed amounts from the following bond authorizations, for which the following projects have been completed and no further borrowings are required.



## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

Article	Purpose	Original Total	Total Appropriation / Bond Authorization Rescinded
A20-36 03/27/2017 ATM	DPW Large Dump Trucks	473,814	72,498
A20-39 03/27/2017 ATM	Lane School Parking Lot	300,000	300,000

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Moderator declared motion passes unanimously.

#### **Article 14 - Appropriate Funds for Bedford Police Supervisors Association Collective Bargaining Agreement - FY19**

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$25,717 to be added to Article 21, Operating Budgets – FY2019, Account #2010, Police Department, as voted at the 2018 Annual Town Meeting with \$25,717 to be added to the Salaries segregation therein to fund the provisions of a Collective Bargaining Agreement between the Town of Bedford and the Police Supervisors Association, commencing July 1, 2018 for the Bedford Police Supervisors Association; by transferring \$25,717 from said Article 21, Operating Budget Fiscal Year 2019, Account Number 1220, Selectmen.

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Moderator declared motion passes unanimously.

#### **Article 15 - Appropriate Funds for Transportation Infrastructure Fund**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$3,311.70 for the purposes of Transportation services in the Town of Bedford; and that in order to meet such appropriation, the Town will transfer \$3,311.70 from the funds received from the Commonwealth Transportation Infrastructure Fund on June 15, 2018 to the Commonwealth Transportation Infrastructure Special Revenue Fund.

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

Moderator declared motion passes unanimously.

#### **Article 16 – Amend FY 2019 Operating Budgets**

Elizabeth McClung made the following motion and the motion was seconded.

Voted that the Town amend the sums appropriated under Article 21 of the 2018 Annual Town Meeting, Operating Budget - Fiscal Year 2019, beginning July 1, 2018, to be raised in the tax levy unless otherwise specified, by amending the following specified accounts with the following revised amounts:

##### Account #1303 – Principal and Interest

Amend so as to decrease the total appropriation by \$266,774 for a revised total appropriation of \$8,255,287

Further amend so as to decrease the non-exempt principal segregation by \$185,218 for a revised total of \$2,680,680.

Further amend so as to decrease the non-exempt interest segregation by \$69,317 for a revised total of \$1,182,060

Further amend so as to decrease the community preservation segregation by \$12,239 for a revised total of \$1,013,049

##### Account 2010 – Police Department

Amend so as to increase the total appropriation by \$6,000, for a revised total appropriation amount of \$3,905,165

##### Account 4000 – Public Works

Amend so as to increase the total appropriation by \$23,837 for a revised total appropriation amount of \$12,618,465

Further amend so to decrease the MWRA Sewer Segregation by \$33,577 for a revised segregation of \$3,655,180

Further amend so to decrease the Water Segregation by \$81,586 for a revised segregation of \$1,950,000

Further amend so to increase the Refuse/Recycling Segregation by \$75,000 for a revised segregation of \$1,243,356

Further amend so to increase Energy Segregation by \$70,000 for a revised segregation of \$571,102

Further amend so to decrease the Equipment and Materials Segregation by \$6,000 for a revised segregation of \$952,282

##### Account #3001 – Vocational Education

Amend so as to decrease the total appropriation by \$50,000 for a revised total appropriation of \$500,000.

## LEGISLATIVE

### SPECIAL TOWN MEETING - NOVEMBER 13, 2018

**Recommendations:**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Moderator declared motion passes unanimously.

William Moonan made a motion to adjourn Special Town Meeting sine die. The motion was seconded the Town Meeting adjourned at 10:36 PM.

### ANNUAL TOWN CAUCUS - JANUARY 8, 2019

Town Clerk Doreen Tremblay called the Town Caucus to order at 7:10 P.M. A quorum of eighty-four voters was present in the Town Hall Richard T. Reed Room.

Nominations for Chairperson of the Caucus took place, and Margot R. Fleischman was elected Chairperson by a unanimous vote.

Chairperson Fleischman explained the basic rules of the Caucus. The quorum is twenty-five voters. The Chairperson stated that non-registered voters are seated on the left side front of the auditorium. Rules are in compliance with MGL Chapter 53 Section 121.

The Chairperson asked for nominations for Secretary of the Caucus. Alice Rouse was unanimously voted Secretary of the Caucus.

Chairperson Fleischman explained the procedures to follow in nominating candidate(s) to each open public office. The Chairperson reminded the audience that attendance is required at the Caucus for Caucus nomination. The upcoming election is March 9, 2019. The Caucus nominees must sign the acceptance form with the Town Clerk. The Chairperson reviewed the open positions.

Having heard the proposed rules of procedure for the 2019 Caucus, a motion was made and seconded to adopt all rules of procedure. The Chairperson declared the procedures adopted.

Town Clerk Doreen Tremblay explained the campaign finance laws.

## LEGISLATIVE

### ANNUAL TOWN CAUCUS - JANUARY 8, 2019

Nominations began:

**ASSESSORS - 1 VACANCY – ONE - 3 YEAR TERM**

**INCUMBENT NOMINATION: ROBERT B. MURPHY - 435 CONCORD ROAD**

Nominators: Benjamin J. Thomas III. – 2 Appletree Ln.; Lora J. Goldenberg – 435 Concord Rd.

No further nominations, **Robert B. Murphy** nomination was accepted and approved.

**BOARD OF HEALTH - 1 VACANCY- ONE – 3 -YEAR TERM**

**INCUMBENT NOMINATION: BEATRICE ANN BRUNKHORST – 135 PAGE ROAD**

Nominators: Glenn McIntyre – 135 Page Rd.; Rachel Field – 380 Concord Rd.

No further nominations, **Beatrice Ann Brunkhorst** nomination was accepted and approved.

**HOUSING AUTHORITY - 1 VACANCY – ONE – 5 -YEAR TERM**

**INCUMBENT NOMINATION: LAUREN K. CREWS – 396 DAVIS ROAD**

Nominators: Shawn J. Hanegan – 5 Hunt Rd.; Lois F. Pulliam – 102 Badger Ter.

No further nominations, **Lauren K. Crews** nomination was accepted and approved.

**LIBRARY TRUSTEES - 3 VACANCIES – THREE 3-YEAR TERMS**

**INCUMBENT NOMINATION: ELIZABETH MCCULLOCH HACALA – 21 FITCHDALE AVENUE**

Nominators: Emily Jean Mitchell – 4 Heritage Dr.; Charles Edward Hacala – 21 Fitchdale Ave.

No further nominations, **Elizabeth McCulloch Hacala** nomination was accepted and approved.

**INCUMBENT NOMINATION: ABIGAIL A. HAVER – 260 DAVIS ROAD**

Nominators: Rachel Field – 380 Concord Rd.; Catherine B. Cordes – 3 Jeffrey Cir.

No further nominations, **Abigail A. Hafer** nomination was accepted and approved.

**NOMINATION: GYASI OMARI BURKS-ABBOTT – 6104 AVALON DRIVE**

## LEGISLATIVE

### ANNUAL TOWN CAUCUS - JANUARY 8, 2019

Nominators: Ann E. Guay – 276 Davis Rd.; Julie McCay Turner – 431 Concord Rd.

No further nominations, **Gyasi Omari Burks-Abbott** nomination was accepted and approved.

#### **NOMINATION: ALMA J. HART – 26 HILLTOP DRIVE**

Nominators: S. Brown Pulliam – 102 Badger Ter.; Robert B. Murphy – 435 Concord Rd.

No further nominations, **Alma J. Hart** nomination was accepted and approved.

MODERATOR – ONE VACANCY – ONE 3-YEAR TERM

#### **INCUMBENT NOMINATION: CATHERINE B. CORDES – 3 JEFFREY CIRCLE**

Nominators: Anne E. Larkin – 49 Concord Ct.; Robert M. Dorer – 2 Otis St.

No further nominations, **Catherine B. Cordes** nomination was accepted and approved.

#### **PLANNING BOARD - 1 VACANCY – ONE- 1 -YEAR TERM**

#### **NOMINATION: MARK STEPHEN SIEGENTHALER – 20 ANTHONY ROAD**

Nominators: Michael A. Bahtarian – 155 Davis Rd.; Robert M. Dorer – 2 Otis St.

No further nominations, **Mark Stephen Siegenthaler** nomination was accepted and approved.

#### **PLANNING BOARD - 2 VACANCIES – TWO - 3 -YEAR TERMS**

#### **INCUMBENT NOMINATION: SHAWN J. HANEGAN – 5 HUNT ROAD**

Nominators: Jeffrey M. Cohen – 17 Houlton St.; Catherine B. Cordes – 3 Jeffrey Cir.

No further nominations, **Shawn J. Hanegan** nomination was accepted and approved.

#### **INCUMBENT NOMINATION: AMY FAITH LLOYD – 45R SOUTH ROAD**

Nominators: Adam Schwartz – 34 Glenridge Dr.; Rachel Field – 380 Concord Rd.

No further nominations, **Amy Faith Lloyd** nomination was accepted and approved.

REGIONAL SCHOOL COMMITTEE – ONE VACANCY – ONE 3-YEAR TERM

No nominations for this vacancy.



## LEGISLATIVE

### ANNUAL TOWN CAUCUS - JANUARY 8, 2019

Glenn McIntyre stated that the Regional School Committee position is easy and supports the school.

Glenn asked for a volunteer.

#### **SCHOOL COMMITTEE - 2 VACANCIES – TWO - 3 -YEAR TERMS**

##### **INCUMBENT NOMINATION: JOANN SANTIAGO – 16 MADAWASKA STREET**

Nominators: Omar A. Santiago – 16 Madawaska St.; Michelle Puntillo – 251 Old Billerica Rd.

No further nominations, **JoAnn Santiago** nomination was accepted and approved.

There were no nominations for the second School Committee position.

#### **SELECTMEN - 2 VACANCIES – TWO – 3 -YEAR TERMS**

##### **INCUMBENT NOMINATION: WILLIAM S. MOONAN - 18 CRESCENT AVENUE**

Nominators: Michael A. Rosenberg –387 Concord Rd.; John C. Linz – 2 Jeffrey Cir.

No further nominations, **William S. Moonan** nomination was accepted and approved.

##### **NOMINATION: CHRISTOPHER M. GITTINS – 8 BROOKSBIE ROAD**

Nominators: Rebecca G. Neale – 2 Francis Kelley Rd.; Christine A. Dudley-Marling – 3 Oregon Ave.

No further nominations, **Christopher M. Gittins** nomination was accepted and approved.

##### **NOMINATION: EMILY JEAN MITCHELL – 4 HERITAGE DRIVE**

Nominators: Betsey J. Anderson – 4 Stonegate Ln.; Elizabeth McCulloch Hacala – 21 Fitchdale Ave.

No further nominations, **Emily Jean Mitchell** nomination was accepted and approved.

Chairperson Fleischman announced the vacancies for Regional School and School Committee. She stated nomination papers may be taken out up to January 14, 2019 and returned by January 16, 2019. Fifty signatures are required. The withdrawal date is February 7, 2019. The Town Election is March 9, 2019.

The 2019 Town Caucus adjourned at 9:02 P.M.

Respectfully submitted,

Secretary of the Caucus

Alice Rouse

## LEGISLATIVE

### ANNUAL TOWN MEETING - March 25, 2019



The Moderator called the 2019 Annual Town Meeting to order. The Annual Town Meeting convened at 7:05 p.m. in the Bedford High School Auditorium. A quorum of three hundred and twenty-five registered voters was present. The Town Clerk read the return of service. The Bedford Minutemen posted the colors. The Moderator thanked the voters for being early. The Moderator welcomed the voters. The Moderator announced that her name is “Cathy Cordes”. The Moderator presides over Town Meeting. The Moderator stated that the Deputy Moderator Betsey Anderson is appointed every year. The Moderator asked Town Meeting to ratify the vote. The Town Clerk swore in the Moderator. The Moderator stated the Town Clerk is “Doreen Tremblay”. The Town Clerk takes the minutes. The Moderator announced that Ralph Hammond and Laura Goldenberg are the Assistant Moderators if there are overflow rooms.

The tellers for the evening if we need a counted vote are: Ann Marie Blanchard, Marion Connarton, Kelly Craven, Sarah Craven, Peter Donahue, Jane Gallagher-Reid

The Moderator thanked the tellers for their assistance. She also introduced the Town officials sitting at the base of the stage and in the audience as the Selectmen, Finance Committee, Town Counsel, Town Manager, and School Committee, Superintendent of Schools, Capital Expenditure Committee, department heads and other Town officials. The special guests for the evening are Chief Master Sargent Henry Hayes, High School students Ryan Doucette and Dya O’Gata. In the event that Town Meeting does not finish tonight, The Moderator stated Town Meeting will continue tomorrow night at the same time and location.

The Moderator welcomed all voters present tonight. The Moderator stated the Town Meeting is the legislative branch of the Town. Town Meeting is not an election or a spectator sport, but a deliberative event. Each voter makes an informed decision from the motion presented. Decisions make Bedford the town WE want it to be. As each motion is presented, you will hear information about the motion and recommendations from various boards and committees. Voters ask questions and make statements. Finally, the vote is taken. This is a one-person-one vote democracy at its most direct and best. The Moderator reviewed the debate rules of the Town Meeting. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone. Voters will be recognized by microphone number. Name and address are required before speaking. A voter may not speak more than twice in debate without permission from the Moderator except to correct a statement. Questions do not fall under the debate rules. Time limits imposed by the debate rules must be respected. Questions must be directed through the Moderator. This is not a debate between two people. You are encouraged to ask questions or state your position on the motion presented. You may speak to provide a new point of view or

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

new information in an effort to persuade undecided voters. However, continued repetition of previously heard information as a show of support takes time and does little to influence the outcome of the vote. Please be respectful of your neighbor's time and be as brief as possible. Debate must be kept within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping and booing. Local cable is taping the discussion during the meeting. There is a problem with the sound tonight. Cable may not be live but Town Meeting may be viewed later on cable television. Cameras will not be focused on the voters during voting. Please pull out the cell phone and turn off the ringer. If you need to use the phone, leave the hall to talk. You received a colored card at check-in for hand counts. If you did not receive a card, please return to the hall to get one. Do not tear the card in half to share with another voter. Neither vote will count. On page forty-eight of the warrant, the rules of civil discourse are published. Review the guidelines. Speak to the issues not the individuals. Please be respectful of opinions that differ from yours. Speak for yourself and not others. Bedford has a great reputation around the State for a respectful Town Meeting and I know you will honor that tonight. Michael Rosenberg read the memorial resolutions for Annual Town Meeting 2019.

#### MEMORIAL RESOLUTIONS - 2019

Whereas, since the Annual Town Meeting of 2018, employees, officers and committee members of the Town have passed away, having performed their duties faithfully, dedicating their time and skills to benefit the residents of Bedford, and

Whereas we gratefully recognize their public service to Bedford's citizens, now therefore be it resolved that we, the people of Bedford, assembled here in Annual Town Meeting on March 25, 2019, mourn their passing and extend sincere sympathy to the families of:

Name	Position and Years Served
Louise Beecy	Teacher 1963-1979, Bedford Public Library Trustee 1953-1968, By-law Committee 1959-1961, Future School Building Needs Committee 1961-1962, Advisory Committee on Group Insurance 1975, AdHoc Center School Study Committee 1980-1983, Handicapped Access Committee 1984-1991
Gaye Carpenter	Historic Preservation Commission 2011-2016 and Historical Museum Study Committee 2015-2016
Barbara Davis	Bedford School Psychologist 1972-2007
Richard "Dick" Donovan	Member of Rescue Service 1962-1963, Finance Committee 1963-1965, Town Counsel 1966-1988, Bedford-Lexington Sewer Study Committee 1967, Special Police Officer 1970-1974, Acting Town Administrator 1984
Donald Drouin	Capital Expenditures Committee 1986-1988, Shawsheen Regional School Committee 1998-2013 and 2015-2019
John Filios	Regional Airport-Study-Bedford Representative 1967-1968, Facilities Use Committee 1984-1986, Historical Commission 1991-1997, Historic Preservation Commission 1998-2007, Patriotic Holiday Committee 2004-2008, Citizen of the Year 2007
Robert Kenney	Finance Committee 1985-2014

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Patricia Leiby	Election Officer 1977-2019, Petitioners Advisory Committee 2003-2019, Finance Committee 1976-1998, Ad Hoc Charter Review Committee 1989-1991, Ad Hoc Municipal Facilities Study Committee 1989-1996, Ad Hoc Fiscal Planning &
Robert Kenney	Finance Committee 1985-2014
Arthur Leo McManus, Sr.	Bedford High School Athletic Director 1955-1971 and Director of Physical Education 1960-1982
Frederick Petroskey	Bedford High School Art Teacher 1968-1984
Thelma Russell	Public Ceremonies Committee 1982-1989
Walter Spofford	Historic District Commission 1978-1984
Marcia Sternberg	Town Treasurer 1965-1985, Use of Town Office Machinery Committee 1968, Data Processing Committee 1975, Advisory Commission on Group Insurance 1975, Election Officer 1980, Handicapped Access Committee 1984-1985, Finance Officer
Doris "Mickey" Webber	Council on Aging 1963, Town Meeting Committee 1983, and 1986-1989, Fence Viewer 1985 and Citizen of the Year 1995

And be it further resolved that this Resolution be inscribed in the permanent record of this meeting, and notification thereof sent to members of their families.

#### **Article 1 – Reports**

The Moderator stated there are detailed and extensive reports on pages 3-12 from the Finance Committee and Capital Expenditures. Community Preservation and Capital Expenditures will give their reports before each article.

Ben Thomas of the Finance Committee presented the overview report. A detailed report will be presented before the budget article.

#### **Article 2 — Debate Rules**

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town adopt the following procedure for the current Annual Town Meeting:

- A. A speaker presenting an article or amendment to an article shall be limited to ten (10) minutes;
- B. Other speakers shall be limited to five (5) minutes;
- C. No article shall be presented after 10:30 p.m.;
- D. Town Meeting by majority vote may waive A, B, or C;

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Moderator declared motion passes with a two-thirds vote.

#### ***Article 3 Consent Article***

Emily Mitchell made the following motion and the motion was seconded.

Voted, that the Town:

A. Authorize the Town Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning July 1, 2019 in accordance with the provisions of M.G.L., Chapter 44, Section 4, and to issue a note or notes therefor, payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with the provisions of M.G.L., Chapter 44, Section 17, as may be appropriate;

B. Raise and appropriate the sum of \$70,000 for an audit of Fiscal Year 2019 and related services;

C. Accept the provisions of Chapter 184, Section 51 of the Acts of 2002, amending Massachusetts General Laws, Chapter 59, Section 5 (41C) as provided therein concerning a tax exemption of \$500.00 for the elderly so as to increase the gross receipts limitations to \$24,000.00 for a single person and \$34,000.00 for married persons and so as to increase the whole estate limitations to \$40,000.00 for a single person and \$55,000.00 for married persons, and further to increase the amount of property tax exemption granted to persons who qualify for said exemption under said Section 5 (41C) by 100% to \$1,000.00, effective in the Fiscal Year 2020;

D. Accept the provisions of Chapter 73, Section 4 thereof of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988 so as to act under the aforesaid statute to increase the amount of property tax exemptions by 100% for persons who qualify for said exemptions under clauses 17D, 22, 22A, 22B, 22C, 22D, 22E, and 37A of Section 5 of Chapter 59 of the General Laws, said increase to be 100% above the minimum exemption amounts otherwise provided in the aforementioned clauses of Section 5 of Chapter 59 of the General Laws, effective in the Fiscal Year 2020;

E. Authorize the Selectmen, during Fiscal Year 2020, to accept any and all easements for sidewalks, trails, drainage, or other utility purposes, as they may deem in the Town's best interests;

#### **RECOMMENDATIONS**

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared motion passes with two-thirds majority.

#### ***Article 4 Bills of Prior Year***

Emily Mitchell made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 4.

#### **RECOMMENDATIONS**

Selectmen: No position

Finance Committee: No position



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

The Moderator stated the motion is not debatable. Moderator declared motion passes unanimously.

#### ***Article 5 Revolving Funds Expenditure Limits***

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town set Fiscal Year 2020 total expenditure limitations for the Revolving Funds authorized under Article 13, Section 4 of the General Bylaws of the Town:

<b>Revolving Fund</b>	<b>Not to Exceed Expenditure Limit</b>
Board of Library Trustees Revolving Fund	\$25,000
Conservation Commission Revolving Fund	\$100,000
Depot Park Revolving Fund	\$100,000
Old Town Hall and Town Center Revolving Fund	\$150,000
Department of Public Works Refuse and Recycling Revolving Fund	\$100,000
Facilities Department Energy Revolving Fund	\$100,000
Board of Health Revolving Fund	\$35,000

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

Shawn Hanegan Chair of the Community Preservation Committee gave the report. The Moderator stated the report covers articles 6-8.

#### ***Article 6 Amend Fiscal Year 2019 Community Preservation Budget***

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town amend the Fiscal Year 2019 Community Preservation appropriations as voted in Article 16 of the 2018 Annual Town Meeting, as amended in Article 11 of the 2018 Special Town Meeting utilizing available FY2019 Community Preservations funds by appropriating the sum of \$17,459 for the Bedford Housing Authority Life Management Program.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Moderator declared motion passes unanimously.

The Moderator asked the voters to be seated in order to vote.

#### ***Article 7 Bond Authorization – Community Preservation – Fawn Lake***

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate \$1,800,000 for the hydraulic dredging of Fawn Lake and replacement of the dam at Springs Road (the Fawn Lake Dredging and Dam Replacement project, so-called), including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, Section 8, or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval
Community Preservation Committee:	Recommended approval

Moderator declared motion passes with two-thirds majority.

The Moderator stated that Article 8 has multiple parts. As each line item is read, if you have questions say “hold”. The items not held will be voted on first. The held items will be discussed and voted on afterwards.

Robert Murphy of 435 Concord Road made the following motion and the motion was seconded:

Voted, to divide Article 8, section 12 as follows:

Great Room Renovation        \$120,000  
ADA Access        \$167,000  
First Floor Renovation \$165,000

The Moderator declared the motion passes by majority vote for a divided question.

Vote on the Great Room Renovation for \$120,000 declared motion passes with majority.

Vote on ADA Access for \$167,000 declared the “nos” have it. The motion failed.

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 25, 2019

Vote on the First Floor Renovation for \$165,000 declared motion passes with a majority.

### **Article 8 Community Preservation Budget – Fiscal Year 2020**

Margot Fleischman made the following motion and the motion was seconded.

Voted, that the Town appropriate or reserve the following amounts from the Community Preservation Fund for the following purposes utilizing FY2020 Community Preservation Funds unless otherwise specified:

1	Administrative	\$10,000
2	Affordable Housing Consultant	\$35,000
3	Bond Payment – Town Center	\$157,650
4	Bond Payment – 350A Concord Road	\$407,463
5	Bond Payment – Town Hall MEP Project	\$100,300
6	Bond Payment – Liljegren Way/Mudge Way Athletic Fields	\$123,500
7	Bond Payment – Bedford Village	\$192,090
8	Bond Payment – Fawn Lake	\$35,000
9	Bedford Housing Authority Life Management Program	\$34,919
10	Lantern Lane Pedestrian Bridge	\$165,280
11	Page Baseball Field Rehabilitation	\$138,364
12	Old Town Hall Renovations and Rehabilitation, with said appropriation to be transferred from the Community Preservation Historic Properties Preservation Fund as established under Article 31 of the 2006 Annual Town Meeting	
	Great Room Renovation	\$120,000
	First Floor Renovation	\$165,000

### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Community Preservation Committee:	Recommended approval
Capital Expenditure Committee:	Recommended approval

Items 1, 3, 5, 6, 7, and 9, the Moderator declared that portion passes unanimously. Item 2 declared that passes unanimously. Item 4 declared that passes unanimously. Item 8 declared motion passes with majority. Item 10 declared motion passes with a majority. Item 11 declared passes unanimously. Item 12 declared divided questions passes by majority vote. Item 12 Great Room Renovation declared motion passes with majority. ADA Renovation of Old Town Hall declared this fails. First Floor Renovation declared motion passes with a majority.

The Moderator asked voters to leave quietly since Town Meeting has more business to attend to.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

#### ***Article 9 Land Acquisition Fund***

William Moonan made the following motion and the motion was seconded.

Voted, that the Town amend the vote taken under Article 18 at the 2017 Special Town Meeting – Community Preservation Land Acquisition Fund Amendment, by amending the real property specified for acquisition in said Article 18 of the 2017 Special Town Meeting so as to add Parcel 161 on Assessors Map 63, located at 76 Loomis Street consisting of 0.46 acres +/-.

#### **RECOMMENDATIONS**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Moderator declared motion passes with a majority.

#### ***Article 10 43D – Expedited Permitting for Priority Development Sites***

Emily Mitchell made the following motion and the motion was seconded.

Voted, that the Town of Bedford accept the provisions of Chapter 43D of the MA General Laws as amended pursuant to Section 11 of Chapter 205 of the Acts of 2006, and to approve the filing of an application with the Interagency Permitting Board for the designation of the following land at:

170 Middlesex Turnpike (Map 12, Parcel 17-1) and 172 Middlesex Turnpike (Map 12, Parcel 17-2)

40 Crosby Drive (Map 21, Parcel 4-3), 50 Crosby Drive (Map 21, Parcel 4-2), and 60 Crosby Drive (Map 21 Parcel 4-1)

as a Priority Development Site.

#### **RECOMMENDATIONS**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Planning Board:

Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 11 Acceptance of MGL Chapter 40, Section 8J – Commission on Disability***

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town accept Section 8J of Chapter 40 of the Massachusetts General Laws, relating to the establishment of a commission on disability.

#### **RECOMMENDATIONS**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 25, 2019

Moderator declared motion passes unanimously.

### **Article 12 Zoning Bylaw Amendment – Life Science Uses in Commercial District**

Mark Siegenthaler made the following motion and the motion was seconded.

Voted, that the Town approve the following amendment to the Zoning Bylaw:

Table I, Section 4.6.4 “IT, Life and Materials Science & Engineering”, is hereby amended to change the use designation in the Commercial District from “SPM” to “Yes”.

Table I: USE REGULATIONS

Principal Uses	Residential Districts					Business Districts			Industrial Districts			Site Plan Approval		
	R	A	B	C	D LB	GB	C		IA	IB	IC			
4.6.4 IT, Life and Materials Science & Engineering	No	No	No	No	No		No	No	<del>SPM</del> <b>YES</b>		Yes	Yes	Yes	R

### **RECOMMENDATIONS**

Selectmen:

Recommended approval

Finance Committee:

Recommended approval

Planning Board:

Recommended approval

Moderator declared motion passes unanimously.

### **Article 13**

### **Zoning Bylaw Amendment – Elimination of References to General Business Districts**

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendments to the Zoning Bylaw:

Section 2.1 is hereby amended to delete General Business, North Road Mixed Use Overlay District, and Town Center Mixed Use overlay District, add a new subtitle for “Overlay Districts”, and to insert “Flood Plain/Wetlands District” and “Aquifer Protection District” under the Overlay District subtitle, as follows:

#### 2.1 Classification of Districts

For the purposes of this Bylaw, the Town of Bedford is hereby divided into the following classes of districts:

#### **Residential Districts**

Residence R

Residence A



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Residence B  
Residence C  
Residence D

#### **Business Districts**

Limited Business (A)  
~~General Business (B)~~  
Commercial  
Great Road – Shawsheen (GR/S)  
Great Road – Marketplace (GR/M)  
Great Road – Town Center (GR/C)  
Great Road – North Road (GR/NR)

#### **Industrial Districts**

Industrial A  
Industrial B  
Industrial C

#### **Overlay Districts**

Depot Area Mixed Use Overlay District  
~~North Road Mixed Use Overlay District~~  
~~Town Center Mixed Use Overlay District~~  
Pine Hill Overlay District

#### **Flood Plain/Wetland District**

#### **Aquifer Protection District**

Section 3.2.3 is hereby amended to delete reference to General Business District as follows, and to correct grammar:

#### 3.2.3 Use within buildings only

A principal use listed in Table I, Subsections 4.5 and 4.6 and permitted in either the Limited Business, ~~General Business~~, Industrial A, Industrial B or Industrial C District shall be conducted entirely within building(s), except where the Bylaw expressly allows all or part of such uses to be conducted outside buildings: 4.5.11 Auto Service Station; 4.5.12 Auto Body Shop; 4.5.14 Vehicular Dealership; 4.5.15 Parking Facility; 4.6.2 Storage Yard, open-air Sales.

Section 4 is hereby amended to delete references to General Business District as follows:

#### 4.5.5 Repair Shop and Building Trade

Repair shop for appliances, office equipment, bicycles, lawn mowers or similar equipment, caterer and shop of a builder, electrician, mason, plumber and similar occupation, provided that in the Limited Business ~~or General Business~~ Districts no more than five full time workers, or their equivalent, shall be employed on the premises and provided further that in Limited Business

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Districts such repair shops shall not exceed 2,000 square feet of gross floor area.

#### 4.6.3 Light manufacturing

Research or testing laboratory; computer and related manufacturing or assembly; electronic parts, circuitry and products, manufacturing or assembly; medical device, research or assembly; printing or publishing plant, bottling works, manufacturing establishment or other assembling, packaging, finishing or processing use, provided that all operations shall be such as to confine disturbing smoke, fumes, dust, odors and noise to the premises, and that no operations shall constitute a hazard by reason of the potential for fire, explosion, radiation release or other casualty and provided further that in the Limited Business ~~and General Business~~ Districts only manufacturing of products primarily for sale at retail on the premises shall be conducted and that no more than five full time workers, or their equivalent, shall be employed on the premises.

Table 1 is hereby amended to delete the column for the General Business District, and to add the following footnote: **“See Section 22.6 for use provisions applicable in the Great Road Districts”**.

Section 5 is hereby amended to delete references to General Business District as follows:

**5.1.3 Storage of Recreation Trailer, Home Utility Trailer, Boat and Unregistered Motor Vehicles**  
In the Residential Districts or for dwellings in the Limited Business District, the storage of one recreation trailer, home utility trailer, boat and one unregistered automobile or similar light motor vehicle (maximum 10,000 pound gross vehicle weight and 135 inch wheel base) shall be permitted, provided that such trailer, boat and vehicle is not stored within the front yard or the minimum side yards. The storage of more than one such trailer, boat and vehicle may be authorized by the Board by Special Permit. In the Limited Business ~~and General Business~~ District the storage of unregistered motor vehicles may be authorized by the Board.

#### **5.1.11 Christmas Tree Sales**

In the Limited Business ~~and General Business~~ Districts and at any farm stand or greenhouse permitted under Subsections 4.1.2 or 4.1.3, the sale of Christmas trees shall be permitting during the months of November and December.

Section 6 is hereby amended to delete reference to General Business District as follows:

Table II is hereby amended to delete the row with citations for the General Business District and to add a footnote reference to the Great Road Zoning Districts to read **“See Section 22.3 for provisions applicable to the Great Road Districts”**.

Section 7.5.2.2 “Design Standards in the Limited Business District and General Business District” is hereby deleted in its entirety.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 14 Zoning Map Amendment – Rezone 9A Benjamin Kidder Way from Limited Business District to Residence B District***

Amy Lloyd made the following motion and the motion was seconded.

Voted, that the Town approve the following amendment to the Zoning Map:

9A Benjamin Kidder Way (Map 44 Parcel 50-A) is hereby rezoned from Limited Business District to Residence B District.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 15 Zoning Bylaw Amendment – Restaurants over 5,000 Square Feet in the Great Road Districts***

Jeffrey Cohen made the following motion and the motion was seconded.

Voted, that the Town approve the following amendment to the Zoning Bylaw:

Section 22.6.1 is hereby amended to insert a use designation for “Restaurant, greater than 5,000 sq. ft. GFA” and to provide “SP” in the GR/S, GR/M and GR/NR Districts, and to provide a “NO” in the GR/C District, as follows:

#### **22.6. Use Regulations**

22.6.1 The following use regulations shall apply in the Great Road District.

Table Legend:

Y=Permitted

SP=Planning Board Special Permit

N=Prohibited

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 25, 2019

Use	GR/S	GR/M	GR/C	GR/NR
Retail sales	Y	Y	Y	Y
Maximum floor area per retail establishment, except grocery stores, unless	N/A	15,000	3,000	3,000
Restaurant, with or without accessory outdoor seating; maximum 5,000 sq. ft.	Y	Y	SP	Y
<b>Restaurant, greater than 5,000 sq.ft. GFA</b> Specialty foods	<b>SP</b> Y	<b>SP</b> Y	<b>NO</b> Y	<b>SP</b> Y
Repair shop	Y	Y	Y	Y
Craft brewery/distillery	Y	Y	N	SP
Farmer's market	Y	Y	SP	Y
Custom fabrication or artisan industrial	N	Y	N	Y
Personal services	Y	Y	Y	Y
Art gallery	Y	Y	Y	Y
Walk-in takeout food service (drive-through is prohibited)	Y	Y	SP	Y
Hotel	Y	Y	N	N
Bed and breakfast, inn	Y	Y	Y	Y
Bank	Y	Y	Y	Y
Professional or business office	Y	Y	Y	Y
Medical or dental office	Y	Y	SP*	SP
Commercial recreation	SP	SP	SP	SP
Commercial entertainment	Y	SP	SP	SP
Membership club or lodge	SP	SP	SP	SP
Funeral home	SP	SP	N	SP
Auto service station	SP	N	N	SP
Co-work center	Y	Y	SP	Y
Home occupation	Y	Y	Y	Y
Mixed-use, vertical	Y	Y	Y	Y
Mixed-use, horizontal	SP	SP	N	N
Live/work units	Y	Y	N	Y
Independent living or assisted living residence	SP	SP	N	SP
Municipal facility	Y	Y	Y	Y

## LEGISLATIVE

### ANNUAL TOWN MEETING - March 25, 2019

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared motion passes with two-thirds majority.

#### ***Article 16 Zoning Bylaw Diagnostic and Reorganization***

Shawn Hanegan made the following motion and the motion was seconded.

Voted, that the Town vote to raise and appropriate the sum of \$40,000 for consulting services to examine and propose reorganization of the Zoning Bylaw, and to propose amendments to the Zoning Bylaw as may be recommended to be consistent with changes in interpretation due to case law and changes in State legislation.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Recommended approval

Moderator declared it passes unanimously.

#### ***Article 17 Street Acceptance: Willow Lane***

Margot Fleischman made the following motion and the motion was seconded.

Voted, that Town accept Willow Lane as a public way, and any appurtenant drainage, water and utility easements related to said Willow Lane, as laid out by the Bedford Selectmen and as shown on a plan entitled, "As-Built Plan Willow Lane, Bedford Massachusetts" by LeBlanc Survey Associates, Inc., 161 Holten Street, Danvers, MA, 01923, dated December 1, 2018, Scale 1" =30', said way running from Chelmsford Road a distance of 424 feet more or less, as shown on subdivision plan entitled "Gregory Drive Definitive Cluster Development, Bedford, Massachusetts" dated November 24, 2015, as revised through June 7, 2016, prepared by Alicia Zukowski, PE, signed by the Bedford Planning Board on June 7, 2016, a copy of which is available in the Planning Board office, two sheets of which are recorded at the Middlesex South Registry of Deeds as Plan 526 of 2016, and for which the name change from Gregory Drive to Willow Lane was approved by the Planning Board on May 2, 2017; and to authorize the Bedford Selectmen to acquire by gift, purchase, or eminent domain an interest in land as may be necessary to accept Willow Lane and any appurtenant drainage, water and utility easements related to said Willow Lane.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Planning Board:	Unanimously recommended approval



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

Moderator declared motion passes unanimously.

The Moderator clarified that Town Meeting is not making laws. Article 18 is a statement of opinion of this body. The goal is to share the resolution with all levels of government.

Steven Hagan of 2 William Street made the following motion and the motion was seconded.

Move to modify the sentence by removing the word “existing” and “until they can be retired.”

The Moderator declared the amendment failed.

#### ***Article 18 Statement of Town’s Concern at Lack of Federal and State Action Against Global Warming***

Renu Bostwick made the following motion and the motion was seconded.

Voted, that the Town adopt the following resolution and to direct the Selectmen to deliver it to the Town’s elected representatives to the General Court, the Town’s elected and appointed Officers of the Commonwealth, as listed below, the Town’s two United States Senators and the Town’s Representative in Congress: Governor; Lieutenant Governor; Secretary of State; Attorney General; Treasurer; Auditor; Secretary of Energy and Environmental Affairs; Secretary of Labor and Workforce Development; Secretary of Education; Department of Transportation; Public Utilities Commission; and Commissioner of Agriculture.

Resolved

WHEREAS overwhelming scientific evidence indicates that global warming is advancing at a rate that will mean major catastrophe to many species of life on this planet, including human, and that use of fossil fuels and current unsustainable human agricultural methods are major contributing factors. The U.N. Intergovernmental Panel on Climate Change (IPCC) was created to assess possible ways of limiting this global temperature rise, relative to pre-industrial levels (in the 1880-1890 timeframe) to 1.5 degrees Celsius as compared to the present international goal limit of 2.0 deg C. Its report, released in October of last year, indicates clear climate advantages to holding the global temperature rise to the lower limit of 1.5 deg C, but that the brunt of such a project would have to be completed by 2030. It could be fairly estimated that such a project would require a significant social and economic effort on the scale exerted when the US entered WW II; and

WHEREAS we are concerned that there appears to be no coordinated planning among the federal government, our state officials, and private industry on a scale sufficient to reduce CO2 emissions and install sufficient fossil free energy generation to halt global warming and limit the net temperature rise to 1.5 degrees Celsius above the pre-industrial level. Data in the IPCC report indicate that a major condition for accomplishing this is that equivalent emission of CO2 annually into the atmosphere must be reduced on the order of forty three percent by 2030 from the amount emitted this past year (2018);

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 25, 2019

NOW THEREFORE, be it resolved by the Town of Bedford, Massachusetts, acting through its 2019 Annual Town Meeting that the United States government and the Commonwealth Of Massachusetts give the highest economic and social priority to reducing greenhouse gas emissions to the atmosphere by renovations to reduce energy losses in existing housing, commercial, industrial, and transportation infrastructure, build any new infrastructure as near carbon neutral as possible, implement forms of carbon pricing, convert agriculture to reduced carbon emissions, grow CO2 absorbent plants, and convert our energy infrastructure to primary reliance on renewable energy along with storage systems and a smart transmission grid to provide the necessary reliability, secondary generation to be provided by existing nuclear energy sources until they can be retired, with the understanding that large-scale hydroelectric energy gained by the destruction of rivers or bays as natural habitats would not be acceptable.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	No position
Energy & Sustainability Committee	Recommended approval

Moderator declared the motion carries.

Michael Rosenberg made a motion to adjourn the Annual Town Meeting and reconvene March 26, 2019 at 7:00 PM in the Bedford High School Auditorium. The motion was seconded. The Annual Town Meeting adjourned at 10:52 PM.

### ANNUAL TOWN MEETING - March 26, 2019

The Moderator called the Town Meeting to order. The Annual Town Meeting convened at 7:02 p.m. in the Bedford High School Auditorium. A quorum of one hundred sixty-five registered voters was present. Since Cable Television is streaming live, voters are watching at home and in Oregon. The Moderator welcomed back the voters to Town Meeting. The Moderator also welcomed new voters to Town Meeting. Dan Brosgol asked for a moment of silence for the student who committed suicide over the weekend. The Moderator introduced herself as "Cathy Cordes. The Moderator also introduced Town Clerk Doreen Tremblay who takes the minutes. The Moderator introduced Betsey Anderson as Deputy Moderator. The tellers for the evening are: Annemarie Blanchard, Marion Connarton, Kelly Craven, Nancy Daugherty, Peter Donahue and Lee Vorderer. She also introduced the Town officials sitting at the base of the stage and in the audience as the Selectmen, Finance Committee, Town Counsel, Town Manager, and School Committee, Superintendent of Schools, Planning Board, Capital Expenditures Committee and other Town officials. The Moderator stated that voters arrived early to check out the open committee positions. On page 50 of the back of the warrant, there is the application to volunteer for a committee.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

The Moderator stated the Town Meeting is the annual business meeting of the Town. Town Meeting is governed by Town Meeting rules from the General Bylaws, Civil Discourse rules and Town Meeting Times. The Moderator reviewed the rules of the Town Meeting printed in the back of the warrant. A voter may not speak unless the Moderator recognizes them. The voter must stand at the microphone to be recognized. The Moderator said she will recognize voters by microphone number. Name and address are required before speaking. A voter may not speak more than twice in debate except to correct a statement. You are encouraged to ask questions or state your opinion but not debate. Questions do not fall under the debate rules. Debate rules adopted by this meeting must be respected. Questions must be directed through the Moderator. Keep the discussion within the scope of the motion. Amendments must be in writing for the Moderator and Town Clerk. There is no clapping or booing. Local cable is streaming live. There will be no taping during voting. Turn off the ringer on the cellular phone. Go to the lobby if you need to talk. A beautiful blue card was distributed at check-in for counted votes. Please go out to check-in if you did not receive a card. Speak to the issues not to the individuals. Speak for yourself and not others. Keep the debate civil. Follow the civil discourse rules on page forty-nine. The Moderator stated that Ryan Doucette at the Town Meeting last night was a reporter for the Bedford Citizen.

Antonio Battaglia presented the report for Capital Expenditure Committee.

#### ***Article 19 Proposed Fiscal Year 2020 Capital Projects Plan***

William Moonan made the following motion and the motion was seconded.

Voted to divide Article 19 so as to present projects #20-01 through #20-28 together and to separately present and vote upon each of the projects requiring bond authorizations from #20-29 through #20-37.

Moderator declared motion passes unanimously.

The Moderator explained the process of voting on the Capital Budget. William Moonan will read each line item. A hold may be placed on any line item to ask a question. Vote on the items not held is taken first. Each line item held will be discussed and voted on separately one at a time.

#### ***Article 19 Proposed Fiscal Year 2020 Capital Projects Plan***

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate the following sums for the items contained within the following proposed Fiscal Year 2020 Capital Projects Plan with the appropriation being raised under the tax levy unless otherwise specified:

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 26, 2019

20-01	Town Clerk Election Equipment	\$35,100
20-02	Hot Water Heater Replacement at John Glenn Middle School	\$100,000
20-03	Modular Classroom Removal at Davis School	\$26,703
20-04	Zoll Cardiac Heart Monitor	\$38,132
20-05	Ballistic Vests	\$6,198
20-06	Forestry Service Vehicle	\$150,000
20-07	Vehicles and Equipment Replacement	\$285,000
20-08	Schools Flooring – Carpeting and Base Molding Replacement	\$53,406
20-09	Schools Interior Painting	\$53,406
20-10	Fuel Dispenser Replacement	\$12,396
20-11	Off Road Utility Vehicle for Emergency Services	\$30,000
20-12	Hostile Event Equipment	\$18,000
20-13	Town Photocopier Replacement	\$15,595
20-14	Town IT Equipment & Systems Annual Replacement and Renewal	\$144,192
20-15	New Sidewalk Construction	\$224,870
20-16	Schools Program Space Modifications	\$41,320
20-17	Gym Floor Refinishing at Bedford High and John Glenn Middle School	\$53,673
20-18	Acoustic and Public Address System Renewal for JGMS and BHS	\$128,175
20-19	Carpet Replacement at the Bedford Free Public Library	\$64,621
20-20	Interior Lighting Replacement at the BHS Cafeteria	\$96,026
20-21	Lane School Project Adventure Equipment	\$27,070
20-22	Middle School Floor Scrubber Renewal	\$15,495
20-23	Schools IT Systems Annual Replacement and Renewal	\$524,750
20-24	School Athletic Scoreboard Replacement	\$12,771
20-25	Bus Stop Shelters	\$34,725
20-27	Water Tank Rehabilitation Dedicated Capital Plan	\$92,727
20-28	Stormwater Template Permit Requirements	\$41,983

### RECOMMENDATIONS

Selectmen: Recommended approval  
 Finance Committee: Recommended approval  
 Capital Expenditure: Recommended approval

The Moderator announced the items not held as 20-01, 20-04, 20-08, 20-09, 20-10, 20-11, 20-12, 20-13, 20-16, 20-17, 20-19, 20-20 20-21, 20-24, 20-27. Moderator declared that motion passes unanimously. Item 20-02 declared passes unanimously. Item 20-03 declared motion passes with a majority. Item 20—05 declared motion passes with a majority. Item 20-06 declared motion passes with a majority. Item 20-07 declared motion passes with a majority. Item 20-14 declared it passes unanimously. Item 20-15 declared that passes unanimously. Item 20-18 declared it passes unanimously. Item 20-22 declared that passes unanimously. Item 20-23 declared the motion

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

passes with a majority. Item 20-25 declared the motion passes with a majority. Item 20-28 declared the motion passes unanimously.

#### **Project 20-29**

Voted that the Town appropriate the sum of \$854,498 for Water Main Improvement Project, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### **Project 20-30**

Voted, that the Town appropriate the sum of \$400,000 for Water Quality Improvements and SCADA, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### **Project 20-31**

Voted, that the Town appropriate the sum of \$290,000 for Ambulance Replacement, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### Project 20-32

Voted, that the Town appropriate the sum of \$325,000 for Mini-Pumper/Rescue Squad Replacement, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### Project 20-33

Voted, that the Town appropriate the sum of \$535,210 for Hardscape Improvements, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law, Chapter 44 Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### Project 20-34

Voted, that the Town appropriate the sum of \$750,000 for the Transportation Improvements, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes with a two-thirds majority.

#### Project 20-35

Voted, that the Town appropriate the sum of \$125,590 for Large Equipment Replacement – Turf Large Mower, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

#### **Project 20-36**

Voted, that the Town appropriate the sum of \$135,920 for Large Equipment Replacement – Loader, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

#### **Project 20-37**

Voted, that the Town appropriate the sum of \$238,329 for Large Equipment Replacement – Sweeper, including the payment of all costs incidental and related thereto; that to meet this appropriation the Treasurer, with the approval of the Selectmen, is authorized to borrow said amount under General Law Chapter 44, or any other enabling authority; that the Selectmen are authorized to take any other action necessary to carry out this project; and that any premium received by the Town upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with General Law Chapter 44, Section 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes with two-thirds majority.

#### ***Article 20 Bond Authorization – Inflow/Infiltration***

William Moonan made the following motion and the motion was seconded.

Voted, that the Town appropriate \$440,058 for the construction, reconstruction, investigation, and design of sewers and related infiltration/inflow improvements, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, Section 7(1), or any other

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared motion passes unanimously.

Jerry Pfeffer of 28 Battle Flagg Road announced a point of order that the Moderator said Article 21. The Moderator stated the vote was for Article 20.

Dan Brosgol made the following motion and the motion was seconded.

Voted, that Articles 21 and 22 be presented and discussed together, but be voted upon separately.

Moderator declared motion passes unanimously.

#### ***Article 21 Bond Authorization – John Glenn Middle School***

Dan Brosgol made the following motion and the motion was seconded.

Voted, that the Town appropriate \$4,719,735 for constructing, equipping and furnishing an addition or additions and remodeling, reconstructing and making extraordinary repairs to the John Glenn Middle School, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, Section 7(1), or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval
Energy & Sustainability:	Unanimously recommended approval

Moderator declared motion passes unanimously.

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

#### ***Article 22 Bond Authorization – Bedford High School***

Dan Brosgol made the following motion and the motion was seconded.

Voted, that the Town appropriate \$1,563,000 for constructing, equipping and furnishing an addition or additions and remodeling, reconstructing and making extraordinary repairs to the Bedford High School, including the payment of costs incidental or related thereto; that to meet this appropriation the Treasurer with the approval of the Board of Selectmen is authorized to borrow said amount under G.L. c.44, Section 7(1), or any other enabling authority; and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Capital Expenditure:	Recommended approval

Moderator declared that motion passes unanimously.

#### ***Article 23 Special Revenue Article – 300<sup>th</sup> Year Anniversary in 2029***

Voted, that the Town raise and appropriate \$10,000 to establish a special revenue fund in anticipation of the Town's 300<sup>th</sup> anniversary in the year 2029.

#### **RECOMMENDATIONS**

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared it passes unanimously.

Walter St. Onge of 102 Pine Hill Road made the following motion which was seconded:

Voted, to amend Article 24 motion to change interest rate by deleting 6% and inserting 3%.

Moderator declared the amendment passes

#### ***Article 24 Property Tax Deferral-41A***

Michael Rosenberg made the following motion and the motion was seconded.

Voted, that the Town increase the gross receipts that seniors may have in the prior calendar year to be eligible to defer property taxes under G.L. c. 59 § 5, Clause 41A from \$40,000 to 100% of the amount established annually by the Commissioner of Revenue as the income limit for single seniors who are not heads of households to qualify for the "circuit breaker" state income tax credit for the preceding state tax year, with such increase to be effective for deferrals granted for taxes



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

assessed for any fiscal year beginning on or after July 1, 2019, and, further, to change the rate of interest that accrues on property taxes deferred by eligible seniors under G.L. c. 59, § 5, Clause 41A from 8.0% to 3.0%, with such rate to apply to taxes assessed for any fiscal year beginning on or after July 1, 2019.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval
Board of Assessors:	Unanimously recommended approval

Moderator declared motion passes.

#### ***Article 25 PEG Access and Cable Expense Related Budget Fiscal Year 2020***

William Moonan made the following motion and the motion was seconded.

Voted that the Town appropriate the sum of \$238,089 for the PEG Access and Cable Related Budget for the fiscal year beginning July 1, 2019; and that in order to meet such appropriation, the Town will transfer \$238,089 from the PEG Access and Cable Related Fund.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Unanimously recommended approval

Moderator declared motion passes unanimously.

#### ***Article 26 Supplement Operating Budget for Fiscal Year 2019 and Articles of the 2018 Annual Town Meeting***

Ed Pierce made the following motion and the motion was seconded.

Voted, indefinite postponement of Article 26.

#### RECOMMENDATIONS

Selectmen:	No position
Finance Committee:	No position

The Moderator stated the motion requires a two-thirds vote and it not debatable. Moderator declared motion passes unanimously.

#### ***Article 27 Salary Administration Plan Bylaw Amendment – Classification & Wage Schedule***

Emily Mitchell made the following motion and the motion was seconded.

Voted, that the Town amend the Salary Administration Plan Bylaw, as amended, by striking out

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 26, 2019

the present Classification and Wage Schedule and inserting in place thereof a new Classification and Wage Schedule, hereinafter set forth, to become effective July 1, 2019, unless another effective date is set forth herein.

### A. Management / Professional / Administrative Classification and Compensation Plan (Hourly/Annual)

	Minimum	Mid	Maximum		Minimum	Mid	Maximum
Grade 1				Grade 2			
Library Page				No Positions Assigned			
Hourly	11.72	12.60	13.48	Hourly	12.67	13.77	14.88
35 hrs.	21,421.29	23,025.02	24,628.76	35 hrs.	23,139.58	25,163.33	27,187.09
40 hrs.	24,481.47	26,314.31	28,147.15	40 hrs.	26,445.23	28,758.10	31,070.96
Grade 3				Grade 4			
No Positions Assigned				No Positions Assigned			
Hourly	13.68	15.05	16.42	Hourly	14.78	16.44	18.10
35 hrs.	24,991.50	27,492.56	29,993.62	35 hrs.	26,996.17	30,031.81	33,067.45
40 hrs.	28,561.72	31,420.07	34,278.43	40 hrs.	30,852.77	34,322.07	37,791.37
Grade 5				Grade 6			
No Positions Assigned				Library Assist. I, Seasonal Assist. Youth Worker			
Hourly	15.96	17.75	19.55	Hourly	17.23	19.38	21.54
35 hrs.	29,153.57	32,437.41	35,721.24	35 hrs.	31,482.80	35,415.77	39,348.73
40 hrs.	33,318.37	37,071.32	40,824.28	40 hrs.	35,980.35	40,475.16	44,969.98
Grade 7				Grade 8			
Dept Asst I, Library Asst II, Veteran's Services Officer				Dept Asst II, Library Custodian, School Traffic Supervisor			
Hourly	18.61	20.94	23.26	Hourly	20.66	23.50	26.34
35 hrs.	34,002.96	38,260.49	42,498.92	35 hrs.	37,745.00	42,938.04	48,131.08
40 hrs.	38,860.52	43,726.27	48,570.20	40 hrs.	43,137.14	49,072.05	55,006.95
Grade 9				Grade 10			
Department Assistant III				Admin Asst, Archivist, Finance Asst, Respite Care Coord, Seasonal Youth Worker, Senior Library Tech			
Hourly	22.93	26.08	29.23	Hourly	25.22	29.00	32.78
35 hrs.	41,887.98	47,653.78	53,400.49	35 hrs.	46,069.14	52,980.46	59,891.79
40 hrs.	47,871.97	54,461.46	61,029.13	40 hrs.	52,650.44	60,549.10	68,447.76
Hourly	32.95	38.31	43.66	Hourly	35.58	41.81	48.04
35 hrs.	60,197.26	69,991.49	79,766.62	35 hrs.	65,008.46	76,387.33	87,766.19
40 hrs.	68,796.87	79,990.27	91,161.85	40 hrs.	74,295.38	87,299.80	100,304.22

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 26, 2019

Grade 11			
Administrative Asst II, Animal Control Officer, Asst Accountant, Asst Treasurer & Collector, Data Collector, Engineering Asst, Engineering & Mechanical Asst, Librarian, School-Age Child Care Director, YFSCounselor			
Hourly	27.73	31.89	36.05
35 hrs.	50,670.32	58,268.96	65,867.60
40 hrs.	57,908.94	66,593.10	75,277.26

Grade 13			
Asst Planner, Asst Rec Director, Building & Systems Superintendent, Civil/Enviro Engineer, Community Health Nurse, Conservation Admin, Facilities Information & Procurement Analyst, GIS Analyst, Local Building Inspector, Plumbing & Gas Inspector, Rec Adult Program Coord, Recreation Youth Program Coord, Recycling Coord, Senior Librarian, Technical Support Specialist, Wiring & Electrical Inspector			
Hourly	32.95	38.31	43.66
35 hrs.	60,197.26	69,991.49	79,766.62
40 hrs.	68,796.87	79,990.27	91,161.85

Grade 15			
Assessing Director, Health Director, Information Systems Manager, Planning Director, Town Accountant, Special Assistant to the Town Manager			
Hourly	38.42	45.15	51.87
35 hrs.	70,201.50	82,496.79	94,772.98
40 hrs.	80,230.29	94,282.04	108,311.98

Grade 17			
Capital Projects Manager			
Hourly	43.98	52.23	60.47
35 hrs.	80,358.47	95,422.11	110,485.74
40 hrs.	91,838.26	109,053.84	126,269.42

Grade 19			
Assistant Town Manager, Facilities Director, Finance Director/Treasurer & Collector			
Hourly	49.43	59.31	69.20
35 hrs.	90,305.44	108,366.52	126,427.61
40 hrs.	103,206.21	123,847.46	144,488.70

Grade 12			
Assistant Assessor, Engineering Technician, Health Agent, Healthy Bedford Coordinator, Prevention Services Coordinator, Council on Aging Social Worker			
	30.23	35.14	40.05
35 hrs.	55,233.33	64,206.59	73,179.86
40 hrs.	63,123.80	73,378.96	83,634.13

Grade 14			
Assistant Facilities Director, Assistant Library Director, Council on Aging Director, Assistant DPW Director, Economic Development Director, Grounds Operations Manager, Highway Operations Manager, Human Resources Manager, Recreation Director, Town Clerk, Water & Sewer Operations Manager, Youth & Family Services Director			
Hourly	35.58	41.81	48.04
35 hrs.	65,008.46	76,387.33	87,766.19
40 hrs.	74,295.38	87,299.80	100,304.22

Grade 16			
Code Enforcement Director/Building Inspector, DPW Engineer, Library Director			
Hourly	41.11	48.82	56.52
35 hrs.	75,108.16	89,198.10	103,268.95
40 hrs.	85,837.90	101,940.68	118,021.65

Grade 18			
No Positions Assigned			
Hourly	46.63	55.96	65.28
35 hrs.	85,188.77	102,237.97	119,268.09
40 hrs.	97,358.59	116,843.40	136,306.39

Grade 20			
DPW Director, Fire Chief, Police Chief			
Hourly	51.90	62.94	73.96
35 hrs.	94,830.26	114,991.47	135,133.59
40 hrs.	108,377.43	131,418.82	154,438.39

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 26, 2019

B.Public Works,40 hr/wk (eff. 1-1-19)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Chief Water System Operator (c.)	1,034.62	1,086.36	1,140.68	1,197.73	1,257.62	1,282.77
Chief Sewer System Operator (c.)	1,034.62	1,086.36	1,140.68	1,197.73	1,257.62	1,282.77
Working Foreman (c.)	1,034.62	1,086.36	1,140.68	1,197.73	1,257.62	1,282.77
Electrician (c.)	1,017.14	1,057.86	1,100.16	1,144.18	1,189.94	1,213.74
Maintenance Craftsman (c.)	998.90	1,038.86	1,080.43	1,123.65	1,168.60	1,191.97
Mechanic (c.)	998.90	1,038.86	1,080.43	1,123.65	1,168.60	1,191.97
Water System Operator (c.)	998.90	1,038.86	1,080.43	1,123.65	1,168.60	1,191.97
Sewer System Operator (c.)	998.90	1,038.86	1,080.43	1,123.65	1,168.60	1,191.97
Assistant Working Foreman (c.)	998.90	1,038.86	1,080.43	1,123.65	1,168.60	1,191.97
Heavy Equipment Operator (c.)	905.62	941.84	979.52	1,018.70	1,059.45	1,080.64
Summer Laborer (interim / seasonal)		13.32	per hr.			

C. Public Safety - Fire (42 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Captain Fire Prev. (40 hr/wk) (c.)	1,492.69	1,532.04	1,643.75	1,685.98	1,728.82	1,770.69	1,806.11
Lieutenant - Fire (c.)	1,274.29	1,297.15	1,379.94	1,403.94	1,428.05	1,468.93	1,499.33
Private - Fire (c.)	1,089.16	1,108.57	1,178.74	1,199.06	1,219.48	1,261.36	1,286.59
Student Firefighter	760.94	/wk.					
Call Lieutenant	3,420.42	/yr. max	3,666.56	/yr. max with EMT			
	17.25	/hr.	18.00	/hr. Spec. Assign.			
Call Firefighter	2,915.34	/yr. max	3,094.35	/yr. max with EMT			
	15.50	/hr.	16.25	/hr. Spec. Assign.			

D. Public Safety - Police (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Lieutenant—Police (c.)	1,647.50	1,676.18	1,705.51	1,735.35	1,765.72	1,796.62	
Sergeant—Police (c.)	1,420.25	1,444.98	1,470.27	1,495.99	1,522.18	1,548.82	
Patrol Officer - Police (c.)	1,107.28	1,127.50	1,200.58	1,221.76	1,243.03	1,265.40	1,288.18
Student Police Officer	1,107.28	/wk.					
Police Matron	19.33	/hr.	20.99	/hr. nights and weekends			

E. Public Safety - Dispatch (37.5 hr/wk)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Emergency Communications Officer I (c.)	776.44	815.25	856.02	898.82	943.76	990.95
Emergency Communications Officer II (c.)	799.73	839.71	881.70	925.79	972.07	1,020.67
Lead Emergency Communications Officer (c.)	831.72	873.30	916.96	962.82	1,010.95	1,061.50

# TOWN CLERK AND ELECTIONS

## ANNUAL TOWN MEETING - March 26, 2019

### F. Recreation Programs

School-Age Child Care Program (40 hr/wk)	Min.	Mid.	Max.
Assistant Director	18.00	21.00	24.00
Group Leader	12.78	17.03	21.28
Aide (High School)	10.00	11.00	12.00
Youth Center Staff (Hourly)	Min.	Mid.	Max.
Supervisor	17.00	19.00	21.00
Adult Staff (H.S. Graduates)	15.00	16.50	18.00
Junior Staff (H.S. Students)	11.00	12.00	13.00
Springs Brook Park Program (Hourly)	Min.	Mid.	Max.
Director/Manager	20.55	27.76	34.96
Aquatics Director	20.00	25.00	30.00
Assistant Director	20.00	25.00	30.00
Supervisor	17.00	19.00	21.00
SBP Staff IV	17.00	18.00	19.00
SBP Staff III	14.00	15.50	17.00
SBP Staff II	11.00	12.50	14.00
SBP Staff I	9.00	10.00	11.00
Summer Adventures/Summer Recreation Programs (Hourly )	Min.	Mid.	Max.
Director	19.51	24.09	28.66
Assistant Director	20.00	22.50	25.00
Program Leader	15.00	22.50	30.00
Supervisor	16.00	18.00	20.00
Administrative Coordinator	17.00	18.50	20.00
Program Staff	12.00	14.00	16.00
Counselor (HS Grad) *	11.00	11.50	12.00
Counselor (HS) *	9.50	10.00	10.50
Aide	9.00		
Overnight Stipend	100.00	/night	
* Add for Certifications: \$.50/hr. CPR, \$.50/hr. First Aid, \$.50/hr. Life Guard Training			
Instructional Programs (hourly)	Min.	Mid.	Max.
Program Instructor II	25.00	42.50	60.00
Program Instructor I	15.00	22.50	30.00
Program Aide	12.00	13.50	15.00
Sports Official	12.00	16.00	20.00



## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

G. Miscellaneous	Step 1	Step 2	Step 3	Step 4	Step 5
Local Transportation Operator/ Coordinator (40 hr/wk)	982.67	1,000.77	1,018.74	1,035.74	1,053.01
Substitute Local Transportation- Operator	20.62/hr.		Alt. / Asst. Inspectors		31.08/hr.
Recording Secretary	18.25/hr.		Youth Leader		10.04/hr.

#### RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

Moderator declared it passes unanimously.

Ben Thomas of the Finance Committee presented a detailed report.

The Moderator stated that the Operating Budget is similar to the Capital Budget. Each line item will be read with segregations. To ask a question, place a hold on the item. Vote will be taken on items not held. Each held item will be discussed line by line.

#### **Article 28 Operating Budgets – Fiscal Year 2020**

Ben Thomas made the following motion and the motion was seconded.

Voted, that the Town appropriate for expenditures in the fiscal year beginning July 1, 2019 the following sums to be raised from the tax levy unless otherwise herein specified:

#### RECOMMENDATIONS

Selectmen: Recommended approval

Finance Committee: Recommended approval

The Moderator took a vote on the remainder of the budget with the exception of Account Number 4000 DPW. Moderator declared that unanimous. Account Number 4000 DPW budget declared passes unanimously.

#### **Article 29 Ambulance Enterprise Budget-Fiscal Year 2020**

Ben Thomas made the following motion and the motion was seconded.

Voted, that the Town appropriate the sum of \$972,721 to operate the Ambulance Enterprise Fund, and that the following sums be appropriated for the Ambulance Enterprise Fund:

Salaries:	\$730,586
Operational Expenses	\$227,438
Capital Outlay	\$ 14,697

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

and that in order to meet said appropriation that the sum of \$972,721 be raised as follows:

Ambulance Receipts	\$ 880,721
Retained Earnings	\$ 64,000
Tax Levy	\$ 28,000

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 30 Salary Plan Additional Funding***

Ed Pierce made the following motion and the motion was seconded.

Voted that the Town raise and appropriate the sum of \$228,779 to fund salary adjustments for employees assigned to positions within the Salary Administration Plan Bylaw Classification and Wage Schedule, Section A.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 31 Other Post-Employment Benefits Liability Trust Fund Appropriation***

Ed Pierce made the following motion and the motion was seconded.

Voted, that the Town raise and appropriate the sum of \$839,796 to be added to the Other Post-Employment Benefits Liability Trust Fund established under Article 21 of the 2011 Annual Town Meeting as amended under Article 21 of the 2017 Special Town Meeting, and authorized by M.G.L. Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 32 Supplement Accrued Sick Leave Fund***

Emily Mitchell made the following motion and the motion was seconded.

Voted, that the Town supplement a fund established by Article 25 of the 1994 Annual Town

## TOWN CLERK AND ELECTIONS

### ANNUAL TOWN MEETING - March 26, 2019

Meeting as last amended by Article 29 of the 2017 Annual Town Meeting to offset the anticipated annual and future costs of Town employee accumulated sick leave payments by raising and appropriating the sum of \$25,000 for such purpose.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Unanimously recommended approval

Moderator declared the article passes unanimously.

#### ***Article 33 Stabilization Fund Appropriation***

Ben Thomas made the following motion and the motion was seconded.

Voted, that Town raise and appropriate the sum of \$250,000 to the Stabilization Fund, as provided under Massachusetts General Laws, Chapter 40, Section 5B.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared motion passes unanimously.

#### ***Article 34 Free Cash***

Ben Thomas made the following motion and the motion was seconded.

Voted, that the Town transfer \$5,928,000 from surplus revenue to reduce the tax levy for the fiscal year commencing July 1, 2019.

#### RECOMMENDATIONS

Selectmen:	Recommended approval
Finance Committee:	Recommended approval

Moderator declared it passes unanimously.

Michael Rosenberg made a motion to adjourn the Annual Town Meeting sine die. The motion was seconded. The Annual Town Meeting adjourned at 9:56 PM.

## ***Volunteer Opportunities and the Appointment Process***

### **Opportunities for Volunteer Appointments in Bedford**

All Town boards and committees consist of volunteers who reside in Bedford and are registered voters. These volunteers work toward solving complex issues and setting or recommending policy that helps to shape the kind of community in which we live. Bedford is fortunate to have many potential volunteers whose skill and technical knowledge can be applied in the Town Government. There are various opportunities available to correspond with your expertise and/or interest.

Why volunteer? There are as many reasons as there are volunteers. Here are a few:

- Learn more about your community
- Meet people
- Watch your ideas get implemented
- Be aware of important events in town
- Take charge of a project
- Add to your resume
- Help guide your community

Vacancies can occur throughout the year. Terms of office vary from one to three years. Committees which may have openings are listed below:

- Bedford Housing Partnership
- Bicycle Advisory Committee
- Cable Television Committee
- Charter and Bylaw Review Committee
- Community Preservation Committee
- Hanscom Area Towns Committee (HATS)
- Historic District Commission
- Historic Preservation Commission
- Municipal Affordable Housing Trust
- Petitioner's Advisory Committee
- Transportation Advisory Committee
- Volunteer Coordinating Committee

### **Appointment Process**

If you would like to be a part of our Town Government, please initiate the process by completing the reverse side of this form and returning it as indicated. Please note that all candidates for appointment to a committee are interviewed, and that prior to interviewing, they are required to attend at least one meeting of the committee(s) in which they express interest.

## Town of Bedford Questionnaire for Volunteers

*Good Government Depends On You*  
*Please read about opportunities for volunteer appointments and the process*  
*on the other side of this Questionnaire.*

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Occupation \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ E-mail \_\_\_\_\_

1. Interested in serving on \_\_\_\_\_

2. How many meetings have you attended of the committee(s) listed above? \_\_\_\_\_

3. No. years lived in Bedford: \_\_\_\_\_ Are you a registered Bedford voter? \_\_\_\_\_

4. Attended Bedford Town Meeting(s)? \_\_\_\_\_ If yes, please indicate last year(s) you attended. \_\_\_\_\_

5. Please describe your background or training from work and/or life experience that relates to your interest in government.  
\_\_\_\_\_  
\_\_\_\_\_

6. What Town government experience have you had?  
\_\_\_\_\_  
\_\_\_\_\_

7. What community experience have you had? Have you served as an officer or held any leadership position in any other community organization(s)?  
\_\_\_\_\_  
\_\_\_\_\_

8. Additional information for the Selectmen to consider. (Please add to this form and/or attach a resume as necessary.)  
\_\_\_\_\_  
\_\_\_\_\_

9. Do you have any restrictions on your availability to attend committee meetings?  
\_\_\_\_\_

Feel free to call a member of the Volunteer Coordinating Committee to indicate your interest or to find out more about a committee, the time commitment involved and the process of appointment. Please complete this form and return it to the Town Manager's Office, Town Hall at 10 Mudge Way or by email to [TownManager@bedfordma.gov](mailto:TownManager@bedfordma.gov).

Patricia Carluccio - 781-275-0645      Joseph Piantedosi - 781-275-6077  
Jennifer Kelley 617-331-1983      Angelo Colao - 781-275-7225  
\_\_\_\_\_  
Office Use Only

Registered Voter \_\_\_\_\_ Acknowledged \_\_\_\_\_ Attended Meetings \_\_\_\_\_  
Interviewed \_\_\_\_\_ Appointed \_\_\_\_\_ Appointment Letter \_\_\_\_\_



## **NOTES**

## **NOTES**